ecta Early Childhood
Technical Assistance Center

Communication for Teaming and Collaboration Checklist

This checklist includes examples of verbal and written communication skills for building team relationships needed to work together effectively and gather/convey vital information for providing services and supports for children and families.

The checklist indicators can be used by team members to assess whether quality communication is taking place during all formal and informal team interactions (e.g., during intake, assessment, team meetings, and ongoing intervention interactions) and to develop a plan for any improvements that may be needed.

Practitioner: _____ Date: _____

Please indicate which of the practice characteristics you were able to use during team interactions:

	Seldom or never (0 - 25%)	Some of the time (25 - 50%)	As often as I can (50 - 75%)	Most of the time (75 - 100%)	Notes
1. Choose the medium most appropriate for the purpose of the communication (email, text, memo, document, one-to-one, group meeting, etc.)	☐	☐	☐	☐	
2. Create a climate that will encourage dialogue, discussion, and creative problem-solving for decision-making	☐	☐	☐	☐	
3. Clearly state the purpose of the communication interaction (e.g., give information, raise awareness, discuss options, reach a decision)	☐	☐	☐	☐	
4. Use clear, concise, jargon-free language appropriate for all team members	☐	☐	☐	☐	
5. Use a tone of voice that is polite, open, and professional	☐	☐	☐	☐	
6. Engage in active reflective listening behaviors to ensure that verbal messages are understood by all parties (e.g., focus on speaker, open-ended questions, paraphrasing, clarifying statements)	☐	☐	☐	☐	
7. Establish how comments or questions can be raised and by whom/how they will be addressed	☐	☐	☐	☐	
8. Summarize/reiterate follow-up actions and next steps for all participants	☐	☐	☐	☐	

This checklist is based upon the following *DEC Recommended Practices*: Teaming and Collaboration 1, 2, 3, 4, 5
The DEC Recommended Practices are available at http://dec-sped.org/recommendedpractices

Access this checklist and other products at http://ectacenter.org/decrp
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