



Communication Bootcamp

Mini Bootcamp Two-Week Challenge

Congratulations – in signing up to our Mini Bootcamp Two-Week Challenge you’ve taken the first step to developing your communication fitness.

We’ve created Communication Bootcamp to develop the communication skills of leaders so they are fit to create an environment where every individual in the team can do their best work. This mini bootcamp two-week challenge is intended as a warm-up exercise to our full Communication Bootcamp programme.

The challenge is self-led, but we’ll be sending you regular reminders and hints over the coming weeks to motivate you and check how you’re getting on.

Anyone can take part, so if you have a colleague who would be interested, get them to sign up too by registering on our website:

www.enthuse-comms.co.uk

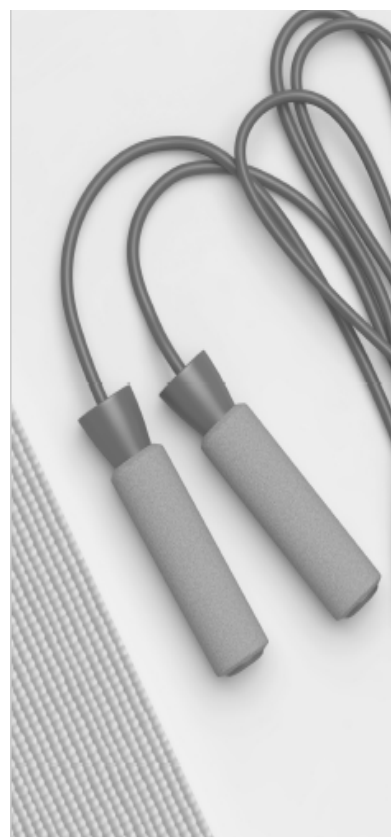
Getting started

Firstly, set a date when you’re going to start. Perhaps ask a colleague to join you so that you can keep one another on track and discuss the outcomes.

We suggest you start each challenge on a Monday and review your progress on a Friday.

There are no right or wrong answers here, just an opportunity for you to reflect on your communication style and undertake a couple of exercises to get you thinking.

If you need any support, please contact us at **hello@enthuse-comms.co.uk**.



Your Challenge

Monday

How do you make sure you communicate effectively with everyone you need to, building great relationships with your manager, your direct reports, your peers, stakeholders, and customers?

You should start by identifying the key relationships you have. To do this:



- Draw a circle in the middle of a piece of paper and write the word me in the middle.
- Now draw other circles containing the names and job roles of the significant others you work with – these are people with whom you have the most frequent contact, who make demands of you or have expectations of you.
- Indicate the closeness or frequency of contact by putting circles near to you or further away.
- Reflect on what you have drawn and ask yourself which relationships need to improve?

This is a very visual and practical way of identifying the key people in your network. It can highlight where relationships are close or distant or where contact is frequent or infrequent. It enables you to objectively analyse your entire network and think about the relationships that are working well and those that could be improved.

Friday

Take some time to consider the following questions:

- How did you find completing the relationship map?
- What relationships stood out?
- How will you adapt to improve the relationships you want to improve?

TIP: You might want to do different relationship maps for different groups – if for example you are on a project or work with different teams.

Reflection

You cannot keep all of the people in your network happy all of the time. That is why it is important to identify the key relationships so you can work on those first.

We'd love to hear how you found this challenge. Send your feedback to us at hello@enthuse-comms.co.uk. If you'd like to, feel free to send us screenshots of the maps you drew.

Your Challenge

Monday

We all have an advice monster! The problem isn't that giving advice is bad, it's when giving advice becomes our default response. As leaders, we need to empower our people to find their own answers.

Check out this video: – [The Advice Monster](#)

Some great food for thought...



- If you give advice at the first question you miss all the wonderful thinking that comes after, and you solve the wrong issue. The first challenge isn't the real challenge.
- Your advice isn't as good as you think it is. There are so many variables on why it worked for you but maybe not for someone else.
- If you give advice, you give the impression the individual can't solve it themselves.

Can you stay curious a bit longer? How? Questions!!! Three questions to use this week when you are asked for advice:



1. What's the real challenge here for you?
2. And what else? You can ask this more than once.
3. What do you want?

Resist stepping in even if it means sitting in silence. Why is silence key? The ability to be silent is an advanced listening skill. Many inexperienced listeners cannot tolerate even very short silences. They feel uneasy with silence, and therefore do not allow others time to think and reflect. However, when a talker is nervous, upset, stuck in their thinking then silence on the part of the listener can be very helpful as it allows the talker to think and collect their thoughts.

Task 2: Taming your Advice Monster continued

Your Challenge

Friday

Take some time to consider the following questions:

- How did you find taming your advice monster this week?
- What did you notice?
- Were you able to sit in silence and let the other person think?

Reflection

This may take time to adapt your style as giving advice is hard to let go off, particularly if we feel it's how we add value or helps us stay in control.

Instead, actively listen and ask open questions. By helping others determine their own feelings and thoughts you can help them identify actions that are right for them — not what you would do in their shoes, not what you've done in similar situations, but the course of action that works for them.

We'd love to hear how you found this challenge. Send your feedback to us at hello@enthuse-comms.co.uk.

Find out more about our Communication Bootcamp programme, a classroom based, highly interactive, face to face, leadership development programme designed to improve the communication fitness for all leaders in your organisation.

Get in touch:

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