

CITY OF MADISON

Supervisor Network- November 17, 2022

Topic: Improving Our Internal Communication

Agenda

- **Introduction & Speed Networking** (15 minutes)
- **Discussion: Improving our Internal Communication** (40 minutes)
 - Reflect:
 - What are your strengths when communicating at work?
 - What is a persistent communication challenge you're experiencing?
 - Write down your challenge in 3 sentences or less.
 - Discuss:
 - Breakout rooms for telework, in-office, and "deskless" work environments
 - Discussion notes: <http://scrumblr.ca/communicationstrategies>
 - Large group: Any insights or "aha!" moments? Anything you plan to takeaway or try?
- **Give us your feedback!** (5 minutes)
[Take our survey](#) and let us know what you think about this month's gathering.

Group Agreements:

- What's shared here, stays here
- Avoid giving advice, instead:
 - Ask open-ended questions
 - Use "I" statements
- Be affirming! Say "Yes, and" as often as possible.

Additional Resources

- [Discussion notes](#)
- **Read:** [Communication Skills for Workplace Success](#) by Alison Doyle
- **Read:** [What Brené Brown can teach you about effective communication](#) by Brendon Bosworth
- **Watch:** [Celeste Headlee's TED talk: 10 Ways to Have a Better Conversation](#) (12 minutes)