

THE ELDER'S PEN

The Leadership Communication Self-Audit

Seven questions for communicating with clarity, character, and care.

A clear message is not simply spoken. It is understood, trusted, and usable.

Use this self-audit before an important meeting, ministry announcement, correction, or change initiative.

**Purpose**

Can I state the desired outcome in one sentence?

**Audience**

What do these listeners already know, fear, value, or misunderstand?

**Clarity**

Have I separated essential direction from helpful background?

**Tone**

Does my delivery protect dignity while still telling the truth?

**Listening**

What question will I ask before assuming I understand the concern?

**Ownership**

Have I named who will act, what they will do, and by when?

**Follow-through**

How will people know the decision, next step, or correction is complete?

Three questions for reflection

1. Where does confusion repeatedly appear in my leadership?
2. What difficult conversation am I postponing because I have not prepared well?
3. What would it look like for the experience of being led to match the values we teach?

From the leadership principles behind *Leading the Church with Excellence*.