



MANAGEMENT ANSWERS

RECIPIENT UNDERSTANDING OF COMMUNICATION

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Candidate Name.....

Jet Training, Trenchard House, Minehead Road, Norton Fitzwarren, Taunton, Somerset, TA2 6NS
Telephone 01823 270845 Mobile 07775643169
Email: info@jet-training.org.uk

How do you ensure that the recipient has clearly understood what has been communicated

This is how I ensure that the recipient has clearly understood what has been communicated

FACTS AND MYTHS

I had set out the facts as known in as much detail as required, and using an emphasis where material facts outweigh lesser or immaterial facts. I would also present the myths that may surround the issue and quash them to deny those who may have created those myths and 'put them to bed'.

I had built a picture from the evidence to show how I will eventually come to my decision. I would allow comments from those involved for feedback and clarification once I had completed my input.

RESEARCH

I had detailed my research, show PowerPoint presentations to add value and interest to the background prior to making my decision, it may include research from books and articles, with naming those experts who wrote the words to show that there good solid reasons for the decision.

I would allow comments from those involved for feedback and clarification once I had completed my input.

INTERVIEWS AND STATEMENTS

Once I had shown that I had interviewed those people involved; letters sent and received, taped discussions where appropriate and got signed and dated statements where necessary, I would allow comments from those involved for feedback and clarification once I had completed my input.

STRENGTHS AND WEAKNESSES OF CASE

Once I had set out the Strengths and Weaknesses of the proposal and analyse the two and come to a balanced view of what the likely decision would be, I would allow comments from those involved for feedback and clarification once I had completed my input.

EVIDENCE AND DECISION

The evidence then concluded, having been set out in detail, facts and myths, research, interviews and statements, strengths and weaknesses of the proposal. I would then announce my decision with the full knowledge that every aspect had been covered and there was no room for other to deny the fullness and validity of this information when making my final decision, I would allow comments from those involved for feedback and clarification once I had completed my input.