



AMBER WAUGAMAN

EXECUTIVE LEADERSHIP COACH

Discover your communication preferences

Help your team understand each other better and be more productive



AMBER WAUGAMAN

EXECUTIVE LEADERSHIP COACH



Hi there!

My name is Amber Waugaman and I'd like to commend you for taking this step to discover and share your communication preferences. This will help your team understand each other better and be more productive!

I became an Executive Coach after working full-time in the corporate world for 14 years. Firsthand, I witnessed poor, ineffective, dysfunctional, & toxic leaders. I started informally providing counsel and advice to leaders, friends, coworkers, and acquaintances. Luckily, along my journey, I had some amazing mentors and leaders who provided me with crucial leadership skills.

Employees tend to leave managers, not organizations. Did you know that over 60% of companies provide NO leadership training or development? It's no wonder that ineffective leaders are running rampant. It's not their fault - we promote them and then throw them to the wolves!

A common misconception is that an "Executive Coach" is only for executives. I want to clear that up: an Executive Coach is a workplace coach focused on developing highly-effective transferrable skills in leaders and employees. You do not need a leadership title to exhibit highly-effective behavior. In fact, udemy reported in their 2022 workplace learning trends report that businesses that extend leadership training to **all** employees, regardless of managerial aspirations, are **4.2x** more likely to **outperform** those that don't in terms of revenue growth, operating margin, and return on equity. The ROI is there and it shouldn't be overlooked.

Keep an eye on your emails for my monthly insight newsletter and other valuable information that will help you with your professional development journey.

Celebrating & supporting your ongoing growth & development,

[Schedule a free consultation](#)



AMBER WAUGAMAN
EXECUTIVE LEADERSHIP COACH

Discover your communication preferences

Instructions

When to use this:

Use this to discover your communication preferences then share with your team, peers, superiors. This will help you understand each other better and be more productive because there will be clear communication and expectations.

How to use this:

Reflect on each of the prompts over a period of time. Keep adding information to them as you go about your day at work.

What to do next:

Write up your communication preferences and share them with your team, peers, superiors. Ask for theirs in return. If you're a leader, you might want to make this a team activity. Remember to give sufficient time for each person to be able to articulate their preferences (don't expect them to do it on the spot).



Discover your
communication
preferences

Reflection prompts

- What types of information do you prefer to receive by email? By phone? By Slack/instant message? In meetings? In 1:1s?
- How do you prefer to share or receive information or updates?
- How do you prefer to share or receive routine requests?
- How do you prefer to share or receive urgent or time sensitive items? How are you defining "urgent"?
- How do you prefer to share or receive feedback?
- How do you prefer to share or receive ideas or suggestions?
- How do you prefer to share or receive recognition or appreciation?
- How do you prefer to share or receive onboarding, training, delegating, or learning something new?
- How do you prefer to share or receive problem solving?
- What are your response expectations? Have they been made known?



AMBER WAUGAMAN
EXECUTIVE LEADERSHIP COACH

Discover your
communication
preferences

Visual example 1

Type of Information

	Information sharing/ updates	Routine requests	Urgent/ time sensitive	Feedback	Ideas	Recognition / appreciation	Venting / expressing frustrations	Problem solving	Delegating / Training / learning something new
Method	Meetings; 1:1s	Email	Instant message; phone; text						
Preferences		Bullet points							
Response expectations		24-48 hours	1-2 hours						



Discover your communication preferences

Visual example 2

Method

	Email	Phone	Slack / Instant message	Meetings; 1:1s
Type of Info	Updates	Urgent requests		
Preferences	Clear subject line, bullet points			
Response expectations	By end of business day			



Discover your
communication
preferences

As with everything,
I'm involved in your
progress.

If you implement
this, let me know
how it goes for you.

I'd love to hear!

amber@awcoach.co

Interested in coaching for yourself or your
organization? [Schedule a free consultation](#)