

A Scorecard on Downward Communication

1. Does the information I receive from leadership feel clear and easy to understand?
2. Does the information I receive pertain to my role and responsibilities?
3. Do I understand how the information contributes to the overall goals of the organization?
4. Do I feel like the information I receive helps me perform my job more effectively?
5. Am I informed about important updates and changes promptly?
6. Does leadership provide clear explanations for decisions that affect me and my work?
7. Do I feel like I have a good understanding of the company's direction and plans?
8. Do I feel comfortable asking questions and raising concerns about downward communication?
9. Does leadership encourage feedback and actively listen to employee concerns?
10. Does the communication style used by leadership keep me engaged and interested?
11. Does downward communication recognize and celebrate achievements and contributions?
12. Do I feel motivated and inspired by the information I receive from leadership?