

**STRIDE Equitable Team Communication Checklist: iSPARC Team AY20/21**

iSPARC Participant: \_\_\_\_\_ Observer: \_\_\_\_\_

Scenario: (circle one)    colleague    potential research participant

**Identify observable behavior – score yes if you see it, score no if you do not see it, n/a if not applicable (2 items)**

Item	Description	Yes	No	N/A
1	Introduces self			
2	Asks individual how they prefer to be addressed			
3	Repeats the individual's name, pronounced correctly			
4	Asks permission to talk with the individual			
5	Describes research/study/project			
6	Provides context for research/study/project			
7	Communicates with open, welcoming voice (inflection, volume)			
8	Pronounces individual's name correctly whenever used			
9	Uses non-judgmental words and phrases			
10	Allows the individual to ask questions or speak without interrupting			
11	Checks for understanding without condescension			
12	Displays open facial expression and body language			
13	Assesses individual's prior knowledge			
14	Avoids overtly technical jargon or defines it when used			
15	Specifically addresses individual's questions and/or concerns (if raised)			
16	Speaks at a pace which is easily understood			
17	Expresses gratitude to the individual			

**Rate the overall quality of the speaker's interaction. Review the description and circle the number that best matches.**

<b>Building a connection</b>			
<b>1 lowest quality</b>	<b>2</b>	<b>3</b>	<b>4 highest quality</b>
Few elements of relationship building*. Awkward verbal or non-verbal behaviors. Focused on own perspective.	Some elements of relationship building*. Attempts to use verbal or non-verbal cues. Open to other's perspective.	Consistent use of verbal and nonverbal cues effectively to build a relationship which is well received.	Masterful use of verbal and non-verbal behaviors, individual feels at ease, and open to posing questions or voicing concerns.

\* asking about the other individual, showing interest in that person, verbal and non-verbal openness

<b>Verbal Communication</b>			
<b>1 lowest quality</b>	<b>2</b>	<b>3</b>	<b>4 highest quality</b>
Frequent use of jargon. Rapid pace. Complex sentence structure. Few pauses to assess understanding.	Some use of jargon without explanation. Moderately complex sentence structure. Few pauses for understanding	Consistently uses common language. Pauses to assess understanding.	Masterful use of common language. Incorporates examples and context. Encourages bi-directional conversation.

**Rater Comments** – Please enter comments on the reverse.