

COMMUNICATION

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QUESTIONS FOR YOU

- What is one thing people misunderstand about you?
- What's on your bucket list this year?
- Do you believe in second chances?
- What makes you feel accomplished?
- What's one thing you want to change about yourself and why?
- Where do you see yourself in five years? (physically, emotionally, spiritually, financially, career wise, family wise etc.)
- If you could live forever, what would you do?
- How would you want to be remembered if you passed?
- If you could master one new skill, what would it be?
- What would your perfect day look like?
- What makes you happiest?
- Who is your biggest hero?

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JOHARI WINDOW

- Joseph Luft and Harry Ingham = JoHari

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HOW CAN THE JOHARI WINDOW IMPROVE COMMUNICATION AND PRODUCTIVITY?

- About getting everyone on the same page
- Aim is to expand the top-left pane – the "open" area

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WHEN WOULD THE JOHARI WINDOW BE USED?

- One on one conversations or annual reviews
- Introducing a newcomer to a well-established team
- To build trust or bring clarity
- Self-awareness

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ADVANTAGES VS. DISADVANTAGES

- Improvement of self-awareness
 - Personal development
 - Helps with communication and understanding
 - Helps with inclusion and equality in teams
 - Further team development and inter-group relationships
- Disadvantages:
 - Some feedback could be considered negative
 - Might be characteristics the person doesn't want to know or fears it may be spread outside the group

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PRACTICAL APPLICATION

- Use I statements.
- Ask if they noticed the same thing.
- Use compliments
- Moving into the open space

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CONFIDENTIAL

- Just because it is in the open arena, doesn't mean it needs to be shared.

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MUTUAL TRUST

- Mutual trust increases when we widen the open space
- Blind spot and hidden spot decrease when more knowledge of each other is shared and matters are discussed in an open way
- Openly ask questions and engage with each other
- Leads to increased respect for each others opinions

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ACTIVE LISTENING

- Face the speaker with your body
- Nod or acknowledge that you heard them during pauses in the conversation
- Don't interrupt or add your feelings or opinions until you've finished speaking about what they've said
- Pay attention to the other person's body language
- Repeat back what the person stated if you don't understand to ensure you gained the correct information

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FEEDBACK

- Address the behavior only.
- Body language
- Choose the right time/place
- Stay calm
 - Use relaxation techniques if necessary
- Correct misunderstandings

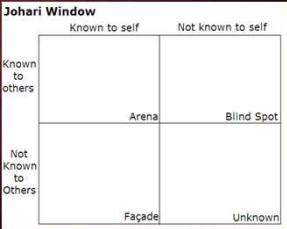
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ADJECTIVES TO USE

Able	Accepting	Adaptable	
Bold	Brave	Calm	Reflective
Caring	Cheerful	Clever	Responsive
Complex	Confident	Dependable	Self-conscious
Dignified	Empathetic	Energetic	Shy
Extroverted	Friendly	Giving	Sympathetic
Happy	Helpful	Idealistic	Warm
Independent	Ingenious	Intelligent	Self-assertive
Introverted	Kind	Knowledgeable	Sentimental
Logical	Loving	Mature	Spontaneous
Modest	Nervous	Observant	Trustworthy
Organized	Patient	Powerful	witty
Proud	Quiet	Relaxed	Religious
Searching	Sensible	Silly	Tense
wise			

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- Select five adjectives from the list that best describe yourself and write them on your own Johari window. Put each of those adjectives in the appropriate window pane.
- Now select three adjectives that describe each of your group members.
- You will then send your adjectives in a private message to the person you wrote them about.



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