

Self assessment in memo style

[Business](#), [Management](#)



Unit: Company Company Address Memo COMMUNICATION STRENGTHS AND OPPORTUNITIES Communication is a crucial element in the promotion of understanding between two parties. Bad communication will, therefore, lead to misinformation. Therefore, in this paper, I discussed my strengths and weaknesses of communication that would allow for my consideration after the interview and formed an action plan for improvement.

Strengths

I am usually a quick learner, and I believe would master the organizations processes faster. Furthermore, I am also self-motivated and I am always ready to work hard to achieve the best outcome. This would be advantageous to the organization as I will be working towards the achievement of the goals of the organization. I am also an honest person, and I believe to win the trust of the organizations managers and employees. I am also friendly in nature and would easily create a good rapport with other staffs (Stanton, 2009).

Weakness

Considering my weakness, I am always time conscious and would carry out a job hurriedly without considering the consequences. I also easily believe and trust the unknown person, hence can easily be convinced to do something without realization of the consequences. I am also a straightforward person and would not tolerate anything bad done by the employees or employers despite the rank. I am also somehow emotional and sensitive; I can easily be annoyed to an extent that I lose control of myself (Stanton, 2009).

Action Plan

In the carrying out of the plan for improvement, my first step is to come up

with a list of all my weakness and strengths. This would allow me to form comparison and see if any strength can cancel out any weakness and also to see if the strengths overpower the weaknesses. The second step is to analyze the environment of the workplace to see if it is favorable for my weaknesses and strengths. This will give me a hint on whether to take or reject the job. I will finally look if there is a room for change in the organization, of which if not a reject the job.

In my conclusion, strengths and weakness in communication are things that exist in the daily life. An individual should never allow the strengths to overpower the weaknesses. I believe in change provided I am given a chance to work on my weaknesses. I believe in adjusting myself to the working environment despite the weaknesses I possess.

REFERENCES

Stanton, N. (2009). Mastering communication. Palgrave Macmillan. Page 100
<https://books.google.com/books?isbn=0230365744>