



The Communication Score Card for Project Managers

A Self-Assessment to Break Through the “Wall in Your Head” and Speak
with Confidence in Meetings

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Neurolanguage Coaching®*

(registered US and European trademark in the name of Rachel Marie Paling)

As a Neurolanguage Coach®, I use a modern, science-based approach to help you learn a language more effectively.

- 1. Neuro:** We will find out how your brain works.
- 2. Language:** Your target Language (English/ German
- 3. Coaching:** I'll be your guide, not just giving you information. It's not traditional teaching. You will find out on your own how the language works because you are the independent learner. We don't work with books. The sessions are tailored to YOUR needs.

About Me

Hello! I'm Katja, a Neurolanguage coach® who helps Project Managers advance their English communication skills. Originally from Germany, I moved to the UK in 1998.



Fun facts about me:

If the Berlin Wall would not have fallen, I would either never have moved to England or would probably live in the USA now....

I love (looking at) fast cars and I love building machines.

I also know, what it is like to work in English-speaking companies. That's why I want to help you to succeed in an English-speaking working environment by advancing your pronunciation and communication skills to give you confidence when speaking. Now I am helping professionals improve their English for over 4 years.

Don't hesitate to message me if you'd like to introduce yourself as well.

I'm looking forward to learning more about you!

The Communication Scorecard for Project Managers

A Self-Assessment to Break Through the “Wall in Your Head” and Speak with Confidence in Meetings

As a Project Manager leading international teams, your communication skills are your most critical tool. This scorecard is designed to help you quickly identify your strengths and uncover the key areas where improvement can unlock your full leadership potential.

This is not a test. It is a private tool for self-discovery, based on the principle that understanding your specific needs is the first step toward mastery. Answer honestly to get the clearest picture.

Instructions: For each statement, rate your confidence level on a scale of 1 to 5.

(1 = Not at all confident, 3 = Sometimes confident, 5 = Very confident)

Part 1: Meeting Influence

How effectively do you guide conversations and decisions in project meetings?

- | | | |
|----------|---|---|
| 1 | I can confidently express my opinion, even when others disagree. | ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 |
| 2 | I can interrupt politely to ask for clarification when I don't understand something. | ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 |
| 3 | When discussions go off-topic, I can diplomatically bring the team back to the main agenda. | ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 |
| 4 | I can clearly summarize key decisions and action points at the end of a meeting. | ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 |
| 5 | I find the right words to negotiate and help the team reach a compromise. | ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 |

Meeting Influence Score (add points):

/ 25

Part 2: Stakeholder Presentations

How confidently do you present project status and results to leaders and clients?

- | | | |
|----------|---|---------------------|
| 1 | I feel calm and prepared when presenting project updates to senior management or clients. | (1) (2) (3) (4) (5) |
| 2 | I can explain complex project data (e.g., budgets, timelines, risks) in a simple and clear way. | (1) (2) (3) (4) (5) |
| 3 | I can structure my presentation logically to tell a compelling story about the project's progress. | (1) (2) (3) (4) (5) |
| 4 | I can handle unexpected questions from the audience without losing my composure or confidence. | (1) (2) (3) (4) (5) |
| 5 | I effectively use signposting phrases (e.g., "First, let's look at...", "This brings me to my next point...") to guide my audience. | (1) (2) (3) (4) (5) |

Stakeholder Presentations Score (add points):

/ 25

Part 3: Spontaneous Technical Explanations

How clearly can you explain technical issues on the spot?

- | | | |
|----------|--|---------------------|
| 1 | When a team member asks a sudden technical question, I can give a clear answer without a long pause. | (1) (2) (3) (4) (5) |
| 2 | I can explain a complex technical problem to a non-technical stakeholder (like a client or manager) using simple language. | (1) (2) (3) (4) (5) |
| 3 | If someone doesn't understand my first explanation, I can quickly reformulate it in a different way. | (1) (2) (3) (4) (5) |
| 4 | In a fast-paced discussion, I can find the precise technical vocabulary I need. | (1) (2) (3) (4) (5) |
| 5 | I feel confident describing technical processes or system architectures to my international counterparts. | (1) (2) (3) (4) (5) |

Spontaneous Technical Explanations Score (add points):

/ 25

Understanding Your Results

Add your three scores together for your Total Global Communication Score:

/ 75

60–75

Excellent Communicator.

You have a strong command of English in a professional setting. Your focus now is on advanced influence, leadership presence, and polishing your skills to an elite level.

45–59

Capable Communicator.

You function well in most situations but likely feel a “wall in your head” during high-stakes moments. You may hesitate, search for words, or feel your influence is less than it could be. Targeting specific mastery goals will have a major impact on your career progression.

Below 45

Foundational Communicator.

Communication is likely a source of stress and a significant barrier to your career growth. You may avoid certain meetings or presentations, and you feel your true technical expertise is not fully recognized due to language challenges. This is the most critical area to address for your professional success.

This self-assessment shows your personal areas for development. The next step is to create a tailor-made plan to turn these challenges into strengths.

If you are ready to stop letting communication challenges limit your career, I invite you to [book a complimentary Discovery Session](#) (via Zoom). In this private call, we will evaluate your results and create a clear, personalized roadmap for you to become a confident, influential, and successful global leader.

WhatsApp: 0044 7894 009829

Email: contact@learnwithkat.co.uk

The Cultural Ambassador Kit: A Project Manager's Guide to Global Communication (BONUS)

Welcome to your Cultural Ambassador Kit. In global projects, speaking English is only the first step. True success comes from understanding the people you work with. This guide is your starting point for navigating different communication styles with confidence.

Remember, every person's brain is unique, and so is their culture. This kit is not about stereotypes, but about understanding common patterns to build stronger connections and avoid misunderstandings. This understanding is key to building trust and "relatedness" with your international colleagues, which helps everyone feel safer and work better together.

Part 1: Understanding Key Communication Styles

As a project manager, you are constantly explaining, negotiating, and giving opinions. How you do this can change depending on who you are talking to. Let's look at three common styles you will encounter.

Style 1: German Directness

What it is	A communication style that is clear, precise, and focuses on facts and logic. The goal is efficiency and avoiding misunderstanding. It is a sign of respect to be honest and direct.
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What you might hear	<i>"I do not agree with this timeline."</i> <i>"What is the evidence for this conclusion?"</i> <i>"This is not correct. The number is..."</i>
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How to navigate it	Don't take it personally. Directness is not meant to be rude; it is meant to be clear. Be prepared with data. Have your facts, figures, and logic ready to support your points. Be direct in return. Clearly state your ideas and opinions. For example, "My main point is..." or "To be clear, we need to focus on..."
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Style 2: British Understatement

What it is A style where people express serious ideas or feelings using mild, soft, or indirect language. It often uses humour and requires you to “read between the lines.”

What you might hear

“I’m a little bit concerned about the budget.”
(Translation: I am very worried about the budget.)

“That’s an interesting idea.”
(Translation: I do not think that is a good idea.)

“Could we perhaps think about another option?”
(Translation: This option is not going to work.)

How to navigate it

Listen for qualifier words like “a bit,” “perhaps,” “maybe,” “a little,” or “quite.”

Ask clarifying questions politely to be sure you understand. This is a core coaching skill that empowers you in any conversation. For example:

“When you say you are ‘a bit concerned,’ could you help me understand the specific risks you see?”

“That’s helpful. To make sure I understand, what are the potential challenges you see with that idea?”

Style 3: American Assertiveness

What it is A communication style that is often enthusiastic, positive, and confident. It focuses on possibilities and a “can-do” attitude. Assertiveness shows that you are engaged and believe in the project.

What you might hear

“Absolutely! We can definitely get that done.”

“I love that idea. It’s awesome.”

“My perspective is that we need to move forward now.”

How to navigate it

Match the positive energy. Show your own enthusiasm for good ideas. This helps build rapport.

State your opinions confidently. Use “I” statements like “I believe...” or “I recommend...”

Don’t mistake confidence for aggression. This style is usually intended to create energy and motivation for the team.

Part 2: Your Cultural Communication Planner

Effective communication is not an accident; it's a plan. Before your next important international meeting, use this simple planner. This helps you think about your audience and adapt your message for success. This process of analysis is key to becoming a successful communicator in any specific role.

Meeting Topic: *(e.g., Q3 Budget Review)*

Attendees & Primary Cultural Style

1. Hans (German - Direct)
2. William (British - Understatement)
3. Jennifer (American - Assertive)

My Main Goal for This Meeting *(e.g., Get approval for a 5% budget increase)*

How I Will Adapt My Message

For Hans: I will start with the data showing why we need the increase. I will be direct about the risks of not approving it.

For William: I will say, "I have a suggestion that might help us stay on track." I will listen carefully to his feedback and ask clarifying questions.

For Jennifer: I will frame the budget increase as an "exciting opportunity to accelerate our results" and show confidence in our plan.

One Question I Can Ask Each Person to Understand Them Better

Hans: "What specific data would be most helpful for you to see?"

William: "What are your initial thoughts on this proposal?"

Jennifer: "What's your vision for how we can make this a huge success?"

This kit is your first step. True mastery comes from practice.

In our live coaching sessions, we will role-play these exact situations, helping you build confident, flexible communication until it becomes your new automatic habit.

Book a free Discovery Session

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Email: contact@learnwithkat.co.uk

Testimonials

Pedro's Story: From Technical Expert to Confident Communicator

Pedro, a Mission Control Systems Engineer, provides a direct account of his experience with the Accelerator Programme. His journey highlights a shift from simply knowing the language to using it effectively in a professional context.

The Challenge

Before the training, Pedro was unaware of many common expressions used in business meetings, professional emails, and both formal and informal workplace conversations.

The Transformation

Through the programme, he was introduced to a new approach that focused on his pronunciation and equipped him with practical language for his daily work. He notes that the training has already been helpful in his daily stand-up meetings and will be beneficial for future presentations. The sessions helped him practice spontaneity to become more comfortable with unexpected topics, and the one-on-one format allowed him to effectively address specific weaknesses in grammar and pronunciation.

Pedro's Verdict

He highly recommends the coaching for anyone needing help with the basics or for advanced students looking to refine specific aspects of the language.

Ana's Success Story: The IT Leader

The Challenge

Ana had a high-pressure job and became nervous about her new responsibilities after her company acquired a subsidiary in England. She had to chair more meetings in English, manage native English-speaking reports, and deliver presentations, and she felt her English was "really not good enough for any of this". She was particularly distressed by her uncertainty with past tenses, which affected her confidence.

The Transformation	The coaching programme established clear “mastery goals” tailored to her needs, such as “feeling more confident in meetings,” “becoming more secure when advising and explaining,” “direct and concrete English for managers,” and even “becoming more British” to handle the new cultural context. Her program included creating language frameworks for meetings and presentations, role-playing scenarios for giving advice, and exploring polite language for managerial tasks.
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The Result	By breaking down her challenges into achievable goals and practicing them in context, Ana was able to build the specific skills needed to overcome her nervousness and step into her expanded international role with authority and confidence.
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Juanita’s Story: Overcoming “The Wall in Your Head”

The Challenge	Juanita feels a “wall in her head,” knowing the vocabulary but being unable to find the right words at the moment. She feels too slow responding in meetings and is afraid her accent prevents others from understanding her.
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The Transformation	The Neurolanguage Coaching® approach helps clients overcome these blocks by understanding how the brain learns and makes connections. By exploring the “why” behind repeated mistakes (often stemming from connections to a native language), the coach helps the client create new ways of thinking. Training focuses on the specific language of meetings, presentations, and diplomacy, giving the Project Manager ready-to-use phrases and boosting their confidence. The program’s focus on cultural aspects, such as navigating German directness or British understatement, further empowers them to build trust and rapport with international teams.
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The Result	Juanita no longer feels “blocked.” She can now speak up confidently in meetings, deliver clear presentations, and lead her global teams with the efficiency and clarity her role demands.
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**Learn with
Kat**

English Empower

This score card lays the groundwork—now let's bring it to life.

[Book your Discovery Session](#) today for bespoke coaching that will sharpen your communication and propel your career forward.

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