

The Three Functions of Leadership Communication

Leadership behavior is expressed through communication. Communication allows us to build influence, recognize initiative, and reinforce accountability

Leadership is a Behavior, Not a Title

- ✓ Leadership is demonstrated through actions, influence, and daily interactions.
- ✓ Every team member has the capacity to lead through how they communicate.

Why do we Communicate?



Clarifying

Ensuring messages are understood as intended.

- Use precise language
- Reduce ambiguity
- Confirm understanding
- Provide actionable information



Connecting

Preserving trust, rapport, and shared purpose.

- Maintain relational tone
- Signal respect and collaboration
- Foster psychological safety



Committing

Creating clarity about expectations, next steps, and follow-through.

- Establish timelines
- Define responsibilities
- Close communication loops

Leadership Communication Filters (A practical pause tool before responding)

- ✓ Clarity Filter- Is my intent obvious? Ambiguity weakens perceived leadership.
- ✓ Impact Filter- What reaction will this likely trigger? Leaders manage reactions, not just messages.
- ✓ Temperature Filter- What emotional tone am I transmitting? Your tone can be a leadership signal.