By LaunchPoint

Toolkit

EARLY CAREER COMMUNICATION TOOLKIT

A LaunchPoint resource for recent graduates and early career professionals.

This toolkit gives you scripts, templates, and checklists to communicate with clarity, confidence, and professionalism at work.

THINKING PARTNER
Coaching



1

Section

DIFFICULT CONVERSATION SCRIPT

Three preparation questions before any difficult conversation:

1. What is the issue I need to raise?

2. What outcome do I want?

3. What does the other person need to hear?

Then use the script: State the issue clearly, share the impact, ask for their perspective, and agree on next steps.



2

Section

ASKING FOR FEEDBACK TEMPLATE

Use this short script after completing a task, meeting, presentation, or during your first few weeks in a role:

"I would like to improve. Could you share one thing I did well and one thing I could do differently next time?"



3

Section

EMAIL PROFESSIONALISM CHECKLIST

Before sending any email, check:

- ☐ Is the purpose clear in the first line?
- ☐ Is the tone professional and respectful?
- ☐ Have I included a deadline or timeframe?
- ☐ Is there a clear action or next step?
- ☐ Have I checked spelling and grammar?
- ☐ Are attachments included if mentioned?
- ☐ Is it easy to read and scan quickly?



4

Section

MANAGER UPDATE TEMPLATE

Use this weekly structure to keep your manager informed:

Completed this week:
[List key tasks finished]

Focus for next week:
[List priorities ahead]

Support needed:
[Any blockers or questions]

Risks or delays:
[Flag anything early]



5

Section

CONFIDENCE BEHAVIOURS

Practical behaviours that build trust and professionalism:

- Speak simply and directly
- Ask clear questions when unsure
- Listen fully before responding
- Follow through on commitments
- Share updates early, not late

This toolkit is part of the LaunchPoint early career journey, supporting communication, trust-building, coaching, and development.