Active Listening Challenge

Purpose: To gain valuable feedback on your active listening effectiveness.

Directions: Ask a colleague with whom you frequently communicate to help you in a listening exercise. At the beginning of the day, give your colleague a copy of this worksheet. Ask him or her to complete the worksheet after one of your conversations and review it with you.

Name of person you are reviewing: _____

1. What percentage of the conversation did YOU spend talking?

2. How did he or she demonstrate interest in the message you were trying to deliver?

3. Provide a specific example where he or she invited you to share your thoughts and ideas?

4. How did he or she demonstrate that your message was understood? Did he or she ask questions to clarify? Did he or she paraphrase your contributions?

5. How effective was he or she at picking up on your body language or feelings during the conversation? Did he or she recognize when or if you were unclear about the messages being delivered, were preoccupied, or did not follow along?

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