

Name \_\_\_\_\_

Date \_\_\_\_\_

### Active Listening Skills Self-Assessment

| Active Listening Skills                                                   | I rarely do this/<br>This is difficult for<br>me | I sometimes do this/<br>I could do this more<br>often | I often do this/<br>This is easy for me |
|---------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------------------|-----------------------------------------|
| I give the speaker my full attention                                      |                                                  |                                                       |                                         |
| I avoid distractions                                                      |                                                  |                                                       |                                         |
| I listen for the facts and details                                        |                                                  |                                                       |                                         |
| I use a "listening posture"                                               |                                                  |                                                       |                                         |
| I make appropriate eye contact                                            |                                                  |                                                       |                                         |
| I don't interrupt others until they have finished speaking                |                                                  |                                                       |                                         |
| I don't plan what I'm going to say while the speaker is talking           |                                                  |                                                       |                                         |
| I don't give advice unless I am asked for it                              |                                                  |                                                       |                                         |
| I ask questions to get clarity or further explanation                     |                                                  |                                                       |                                         |
| I restate/paraphrase what I heard to make sure I've understood accurately |                                                  |                                                       |                                         |

List the two Active Listening Skills that are most difficult for you. Meet with a partner, and brainstorm ideas to help you improve in this area.

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