

ACTIVE LISTENING SKILLS

Attitude

- Listen to understand
- not to reply
- Don't judge
- Focus on the conversation

Behavior: What you say

- Ask open ended questions
- Paraphrase and summarize
- Clarify when needed

Behavior: How you say it

- Don't interrupt
- Talk less and listen more
- Slow down and tolerate silence
- Observe body language
- Use your own body language to show that you listen

Take On Listening 1 Ac

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