Shine Bright at Work | Communicating in the workplace



## How good a listener are you?

This reflective activity follows our other resources on active listening. If you haven't already, take a look at those resources first to understand more about what active listening is and how you can practise it.

Rate yourself on each of the five aspects of active listening below, where 1 is poor and 5 is excellent. Then set yourself some goals to develop your active listening skills.

| Paying attention<br>Looking at the person while they're speaking and not looking<br>at your phone.           | /5 |
|--|----|
| Showing your listening<br>Nodding your head and reacting with your facial expressions.                       | /5 |
| Not jumping to conclusions<br>Not interrupting and waiting until they've finished to form<br>an opinion.     | /5 |
| Checking you've understood<br>Paraphrasing what the person has said and being open to<br>their perspective.  | /5 |
| Responding appropriately<br>Always responding with respect and demonstrating that you've<br>understood them. | /5 |

To improve my active listening I will...

Thinking about your scores, set yourself some goals to improve your active listening.

