

Effective Listening Skills



- Do I **listen**?
- Do I **hear** what the other person is telling me?
- Do I **give full attention** to the other person when they talk?
- Do I **show interest** when the other person is talking to me? (E.g. nodding, eye contact, leaning forward etc.)
- Do I **ask questions** if I am not sure what the other person is telling me?
- Do I **allow** the other person to express thoughts and feelings?
- Do I **appreciate** what the other person is telling me even though they have a different opinion than me?
- Do I **try to understand** the other person's point of view?

When I listen, I am showing my love, concern and caring for the other person.