

ACTIVE LISTENING - SELF-ASSESSMENT SHEET

HOW GOOD AM I AT ACTIVELY LISTENING?

1	2	3	4
Hardly do it	Do it occasionally	Most of the time	All the time

	1	2	3	4
Look at the person I'm talking to– good eye contact				
Show that I'm listening by using non-verbal signs such as nodding, smiling, frowning etc.				
Make verbal affirmations such as 'yes', 'no', 'ah ha' in the appropriate places				
Show appreciation of other's ideas e.g. 'nodding', saying, 'good point' or 'great idea' or 'thanks for that'				
Interrupt when it is not essential				
Engage in sub-conversations, or appear distracted				
Respond to what the previous person has said– or signalled a change of topic				
Check out my understanding by seeking clarification, paraphrasing or reframing				
Don't rehearse what I'm going to say whilst someone else is talking				
Check out any doubts with the speaker				
These are the areas I most need to develop?				