Active Listening Skills Worksheet

Name:	Age:	Gender:		Da	te:		
nstructions: Use this worksheet to devel dentify areas for improvement and streng				flect on	your e	xperien	ces to
I. Self-assessment							
Rate yourself on the following statemer	its using a	a scale of 1 – 5.					
1 = Never, 2 = Rare	ely, 3 = So	ometimes, 4 = Of	ften, 5 :	= Alway	S		
			1	2	3	4	5
1. I make eye contact when someone is	speaking	g to me.					
2. I avoid interrupting others while they	are talkin	g.					
3. I rephrase or summarize what the sp understanding.	eaker say	/s to ensure					
4. I listen without forming a response in	my mind	prematurely.					
5. I show interest by nodding, smiling, c affirmations (e.g., "I see").	or using v	erbal					
I focus entirely on the speaker withou phone, no multitasking).	ut distract	ions (e.g., no					
7. I pay attention to the speaker's tone, nonverbal cues.	emotions	s, and					
What area/s where you rated yourself a	3 or lowe	er, and how can	you imp	prove?			

What are some common barriers you face that keep you from actively listening? How can you overcome these barriers?

II. Active listening techniques

Below are examples of active listening techniques. Read each prompt carefully and respond to the questions provided for each technique.

Paying full attention

Examples of when you did this:

Describe how it felt to pay full attention:

Nonverbal communication

What nonverbal cues do you commonly use?

How can you improve your nonverbal communication?

Reflecting and paraphrasing

Write a recent conversation and how you could reflect or paraphrase.

Asking open-ended questions

List some open-ended questions you can use in conversations.

Showing empathy

Describe a situation where you showed empathy.

How can you improve your empathy skills?

III. Feedback from others

Ask someone you trust to provide feedback on your listening skills. What feedback did you receive?

What is your reaction to this feedback?

IV. Setting goals for active listening

Type of goal	Goals	Strategies to achieve goals
Short-term		
Long-term		