Improving your active listening skills

ENABLE



Welcome!

Your facilitator for today is



Warm up task

- Stand up, find 3 other people and ask them:
 - Their name.
 - Where they are from?
 - What their ideal job role would be?
 - A celebrity or famous person that they admire.
- Do NOT write anything down.
- Once you have all the information, sit down.



Warm up task

• You now have 2 minutes to write down everything you can remember.



Did you remember everything?

Did you use any techniques to help you remember the information?

What was the hardest part?

Did you notice whether other people were listening to you?



Aims of the Session

- 1. Define active listening.
- 2. Discuss the importance of active listening.
- 3. Identify barriers to listening.
- 4. Identify active listening techniques.
- 5. Practise active listening.



What is active listening?

Think-pair-share

Think of what active listening means to you.

Share your idea with a partner.

Write down an agreed definition on a Post-it Note and stick to the board.

Active listening is being able to focus on, and understand, what is being said rather than just hearing the words



Activity

- Split into three groups.
- Each group is given a question.
 - 1. Why is it important to listen actively?
 - 2. What are the barriers to listening?
 - 3. How you can tell if someone is listening to you?
- Create a poster to answer your question.
- Present your poster to the whole group.



Top tips

 How can you make sure you are actively listening?



Try Out Your Skills

- Work in pairs.
- One person should talk for 2 minutes either about their job role or the type of job they would like.

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- The other person tries to make use of active learning techniques such as positive body language, clarifying questions and focus.
- Swap after two minutess and repeat.



Feedback

- What techniques did you use?
- Could you tell whether the other person was listening to you?



Did We Achieve Our Aims?

- 1. Define active listening.
- 2. Discuss the importance of active listening.
- 3. Identify barriers to listening.
- 4. Identify active listening techniques.
- 5. Practise active listening.



What's one aspect of active listening you will try to use more in the future?



Thank you!

