

Listening is a skill we can learn and develop. The more we practice it, the better we get at it.

Active listening is about **being curious.**

When someone is sharing something with you, avoid trying to return the conversation to you.

Instead, stop and ask an open question.

Open questions (ones that you can't answer with 'yes' or 'no') are a key to active listening.

"Are you okay?" "Yes."

versus

"Tell me what's going on for you at the moment."

What if the time doesn't suit you to have a conversation? It's ok to ask if you can finish what you're doing and set a time to talk after that, but you need to make sure you **follow through with the catch-up**.

Here's a **poor listening** and an **active listening example:** Person A: "I'm concerned about xyz..."

Person B: "Yeah that happened to me once, too."

versus

Person A: "I'm concerned about xyz..." Person B: "Thanks for raising this with me. Tell me more about the situation/help me understand what happened and why it's a concern to you."