

Active Listening Skills Worksheet

Name: Arthur Morgan

Age: 36

Date: December 17, 2023

Understanding Active Listening

Define active listening in your own words:

Giving my full attention, understanding the message, and responding thoughtfully.

Why do you think active listening is important in communication?

It helps build trust and respect, and ensures I understand others correctly.

Self-Assessment of Listening Skills

Rate your current listening skills from 1-10 (1 = lowest, 10 = highest): 6

Why did you give yourself this rating?

It helps build trust and respect, and ensures I understand others correctly.

Active Listening Techniques

1. Paying Full Attention

Examples of when you did this:

Listened to a friend talk about her job frustrations without interrupting

Describe how it felt to pay full attention:

I felt more connected and empathetic towards her situation

2. Nonverbal Communication

What nonverbal cues do you commonly use?

Nodding, maintaining eye contact

How can you improve your nonverbal communication?

Use more facial expressions to show understanding, and maybe more hand movements

3. Reflecting and Paraphrasing

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

Friend: "I'm stressed about exams."

Me: "Sounds like you're feeling really pressured by the upcoming tests"

4. Asking Open-Ended Questions

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

"What do you think about this?"

"How do you feel about what happened?"

5. Showing Empathy

Describe a situation where you showed empathy.

Comforted a friend who was upset about family issues

How can you improve your empathy skills?

Try to put myself in others' shoes more often

Barriers to Active Listening

What are some common barriers you face that keep you from actively listening?

Getting distracted by my surroundings and preoccupied with my own thoughts.

How can you overcome these barriers?

Focus more on the speaker and practice mindfulness to stay in the moment.

Reflecting on Conversations

Describe a recent conversation where you could have used active listening more effectively.

Argued with a friend because I jumped to conclusions without fully listening.

What would you do differently next time?

Listen fully before responding and ask clarifying questions

Feedback from Others

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

"You're a good listener, but sometimes you seem distant"

What is your reaction to this feedback?

I need to be more present and engaged in conversations. I think I spend too much time thinking of what to reply

Setting Goals for Active Listening

What are your short-term goals for active listening?

Improve focus and eliminate distractions when listening

What strategies will you use to achieve this?

Practice mindfulness and remind myself to stay present in conversations

What are your long-term goals for active listening?

Become a go-to person for friends who need someone to talk to

What strategies will you use to achieve this?

Consistently apply active listening techniques and seek regular feedback

Mental Health Professional Details

Name of Professional: Dr. Sadie Adler

Name of Practice: Dutch Frontier Therapy Center

Additional Notes, Observations, and Recommendations:

Arthur is demonstrating a keen interest in improving his active listening skills. Continuing to practice mindfulness and engaging in more open conversations with peers will further enhance his abilities.

Encourage him to reflect on his progress in our next session.