

Active Listening Skills Worksheet

Name: _____ Age: _____ Gender: _____ Date: _____

Instructions: Use this worksheet to develop your active listening skills. Reflect on your experiences to identify areas for improvement and strengthen your communication.

I. Self-assessment

Rate yourself on the following statements using a scale of 1 – 5.

1 = Never, 2 = Rarely, 3 = Sometimes, 4 = Often, 5 = Always

	1	2	3	4	5
1. I make eye contact when someone is speaking to me.					
2. I avoid interrupting others while they are talking.					
3. I rephrase or summarize what the speaker says to ensure understanding.					
4. I listen without forming a response in my mind prematurely.					
5. I show interest by nodding, smiling, or using verbal affirmations (e.g., "I see").					
6. I focus entirely on the speaker without distractions (e.g., no phone, no multitasking).					
7. I pay attention to the speaker's tone, emotions, and nonverbal cues.					

What area/s where you rated yourself a 3 or lower, and how can you improve?

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		