

# Active Listening Skills Worksheet

Name:

Age:

Date:

## Understanding Active Listening

Define active listening in your own words:

Why do you think active listening is important in communication?

## Self-Assessment of Listening Skills

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

Why did you give yourself this rating?

## Active Listening Techniques

### 1. Paying Full Attention

Examples of when you did this:

Describe how it felt to pay full attention:

### 2. Nonverbal Communication

What nonverbal cues do you commonly use?

How can you improve your nonverbal communication?

### 3. Reflecting and Paraphrasing

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

#### 4. Asking Open-Ended Questions

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

#### 5. Showing Empathy

Describe a situation where you showed empathy.

How can you improve your empathy skills?

#### Barriers to Active Listening

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

How can you overcome these barriers?

#### Reflecting on Conversations

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

What would you do differently next time?

#### 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?

### **Setting Goals for Active Listening**

What are your short-term goals for active listening?

What strategies will you use to achieve this?

What are your long-term goals for active listening?

What strategies will you use to achieve this?

### **Mental Health Professional Details**

Name of Professional:

Name of Practice:

Additional Notes, Observations, and Recommendations: