

Listening Skills Assessment

How would you rate your listening skills? Tick the column that best describes how often you do the following:

How often do you?	Always	Sometimes	Never
Put aside what you're doing			
Focus your eyes on the speaker			
Think about what the speaker is really saying			
Avoid "stepping on the other person's words"			
Show interest with facial and body gestures			
Respond with a non-judgemental attitude			
Ask interested questions, remembering points for next discussion			
Avoid bringing too many of your own experiences into the discussion			

1. Which column got the most responses?
2. Where do your strengths lie?
3. Which areas do you think you need to work on?

***"Most people don't listen with the intent to understand.
They listen with the intent to reply."***

Steven Covey.