

Active Listening Skills Self-Assessment

Active listening is a critical skill for effective leadership, and leaders who consistently demonstrate strong active listening skills are more likely to be successful in building positive relationships, fostering collaboration, and making informed decisions. Ultimately, it's important for leaders to continually work on improving their active listening skills and seeking feedback from others to ensure that they are communicating effectively and fostering a culture of open communication and trust.

How many of these questions can you answer yes to? And what is your plan to improve your active listening skills?

STATEMENT	Yes	No
1. Paying Attention:		
• Do you avoid multitasking and distractions during conversations?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you maintain eye contact with the speaker?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you ask questions to clarify what the speaker is saying?	<input type="checkbox"/>	<input type="checkbox"/>
2. Being Open-Minded:		
• Do you approach conversations with a willingness to learn and understand the speaker's perspective?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you avoid jumping to conclusions or making assumptions?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you try to see things from the speaker's point of view?	<input type="checkbox"/>	<input type="checkbox"/>
3. Showing Empathy:		
• Do you try to understand the speaker's feelings and emotions	<input type="checkbox"/>	<input type="checkbox"/>
• Do you use appropriate body language and facial expressions to show that you are engaged in the conversation?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you listen actively and show that you care about the speaker's concerns?	<input type="checkbox"/>	<input type="checkbox"/>

STATEMENT	Yes	No
4. Clarifying and Summarizing:		
• Do you ask questions to clarify what the speaker is saying?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you summarize the speaker's main points to show that you understand what they are saying?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you avoid interrupting the speaker?	<input type="checkbox"/>	<input type="checkbox"/>
5. Avoiding Interruptions:		
• Do you let the speaker finish their thoughts before responding?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you avoid interrupting the speaker?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you wait for the speaker to take a pause before asking clarifying questions?	<input type="checkbox"/>	<input type="checkbox"/>
6. Avoiding Judgement:		
• Do you avoid criticizing or judging the speaker's ideas or opinions?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you listen with an open mind and try to understand the speaker's point of view?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you avoid expressing your own opinions or ideas until the speaker has finished?	<input type="checkbox"/>	<input type="checkbox"/>
7. Providing Feedback:		
• Do you show that you are actively listening by providing feedback?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you nod your head or provide verbal cues to show that you are engaged in the conversation?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you provide thoughtful responses to the speaker's ideas and concerns?	<input type="checkbox"/>	<input type="checkbox"/>
8. Being Patient:		
• Do you allow the speaker to take their time to express their thoughts and feelings?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you avoid rushing the conversation or trying to finish the speaker's sentences?	<input type="checkbox"/>	<input type="checkbox"/>

STATEMENT	Yes	No
<ul style="list-style-type: none"> Do you remain calm and patient even if the conversation becomes difficult or emotional? 	<input type="checkbox"/>	<input type="checkbox"/>
9. Practicing Active Listening:		
<ul style="list-style-type: none"> Do you actively seek out opportunities to practice your listening skills? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do you try to improve your listening skills by seeking feedback from others? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do you reflect on your listening skills after conversations to identify areas for improvement? 	<input type="checkbox"/>	<input type="checkbox"/>
10. Reflecting on the Conversation:		
<ul style="list-style-type: none"> Do you take time to reflect on what was said and what you learned after conversations? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do you identify areas where you could have improved your listening skills? 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do you try to apply what you learned from the conversation to future interactions 	<input type="checkbox"/>	<input type="checkbox"/>



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