



Active Listening

Learn Now Guide



Learn on your own

- **Assess your listening skills** to give you an idea of where to focus your learning effort.
- **Learn five specific listening strategies** you can implement immediately by reading this [article](#).
- **Understand the six most important listening skills** by listening to this [podcast](#).
- **Practice your active listening skills.** Start with focus and understanding to avoid incorrect assumptions. This [video](#) can help you.
- **Listen and give feedback**, [as shown in this video](#), to better help you hear what another is *really* saying. Filtering information through our own assumptions can negatively impact communication.



Learn from others

- **Assess your listening skills.** Identify a colleague or resource who will be objective and have no problem challenging you. Ask that person for an honest assessment of your listening skills. Accept any reasonable suggestions for improvement.
- **Refine for your understanding** of [body language and other non-verbal forms of communication](#). Find a coach or a mentor that can help you.
- **Ask your manager for feedback** specific to your listening skills as part of the regular check-ins with your manager.



Learn by doing

- **Keep listening a little bit longer.** The next time you have a desire to say something in a meeting/conversation, don't.
- **Encourage in-depth conversation** by making a list of and use open-ended questions.
- **Try a 30 day listening challenge!** Ready to take action? Learn more by watching this Lynda.com [playlist](#).