

UABLEARNDEVWHISPER

A Weekly Publication of Learning

Your Secret Weapon: Active Listening

“Listening is an invisible skill, and it can be your secret weapon.”

— Dorie Clark, *LinkedIn Learning*

Question: What is active listening?

Answer: To concentrate fully on what is being said rather than just passively ‘hearing’ the message of the speaker.

We all struggle at times with listening to understand. It’s easy to tune out and move on mentally during a conversation, but with patience and practice, you can develop a mindset of active listening which will improve your skills, personal and professional relationships.

CALL TO ACTION:

Practice often applying active listening skills to your conversations.

Non-Verbal

- Smiles
- Posture
- Eye Contact
- Eliminating Distractions

Verbal

- Remembering
- Reflection
- Clarification
- Questioning
- Summarization

KEEP ON LEARNING*

- ▶ [What are the signs you’re not listening?](#) (2m 19s)
- ▶ [How to adopt the mindset of listening](#) (2m 51s)
- ▶ [How to listen for what’s not being said](#) (2m 42s)
- ▶ [How to keep yourself from interrupting](#) (2m 24s)
- ▶ [How to let them know you’ve heard them](#) (2m 59s)

*Benefits-eligible UAB, VIVA Health, Callahan, UABHS and HSF employees have free access to LinkedIn Learning platform and must log in using their UAB email address. If you have questions, please email campuslearning@uab.edu.



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