



Partnership and Community Collaboration Academy

Active Listening Checklist

Now=Skills you use consistently

New=Skills you are developing.

	Active Listening Skills	Now	New
1	When someone is speaking to me, I eliminate distractions by putting aside work, electronic devices, or other things that might interfere.	<input type="checkbox"/>	<input type="checkbox"/>
2	I show attentive focus through body language (e.g., lean forward, nod, make eye contact with the speaker, where culturally appropriate) and verbal cues.	<input type="checkbox"/>	<input type="checkbox"/>
3	I pay attention to the speaker's energy level, posture, gestures, facial expression, tone, and pace of speech, as well as their words.	<input type="checkbox"/>	<input type="checkbox"/>
4	I listen for the feeling behind the speaker's message.	<input type="checkbox"/>	<input type="checkbox"/>
5	I allow the speaker to express their complete thought without interrupting. I hold space for silence and reflection.	<input type="checkbox"/>	<input type="checkbox"/>
6	I keep an open mind and withhold judgement. I avoid "tuning out" the speaker even if I don't personally know them or agree with their perspective.	<input type="checkbox"/>	<input type="checkbox"/>
7	I stay present in the moment, and avoid rehearsing what I want to say while others are speaking.	<input type="checkbox"/>	<input type="checkbox"/>
8	I summarize the speaker's message to ensure I understand what they are saying.	<input type="checkbox"/>	<input type="checkbox"/>
9	I ask clarifying questions and check in to see if they're accurate.	<input type="checkbox"/>	<input type="checkbox"/>
10	I encourage the speaker to offer ideas and solutions first, before giving my own (80% listening, 20% talking).	<input type="checkbox"/>	<input type="checkbox"/>

Field Test Your Practices

Instructions: Practice your active listening skills by using them intentionally in each of the following scenarios:

- A 1:1 in-person conversation with a colleague, friend or family member.
- A phone or video call with a colleague.
- With at least one speaker in a group setting. This can be a formal or informal meeting where at least 3 individuals are present.

Tips for the Field Test:

- Prepare by reviewing the active listening practices you identified in your self-assessment (on page 2).
- Pick a topic of interest to the individual, and create a few open-ended questions.
- Be discreet. Do not share with your colleagues that you are honing your active listening practices, as it will influence their interaction.

Your open-ended questions:

Scenario	Questions
1. Talk in-person with 1 individual	<ul style="list-style-type: none">▪▪▪
2. Phone 1 individual	<ul style="list-style-type: none">▪▪▪
3. Engage 1 person or more in a group setting	<ul style="list-style-type: none">▪▪▪

Reflect on the Results to Inform Your Practice

<i>Application Scenario</i>	<i>What Active Listening practices did you use?</i>	<i>How did your understanding and feelings about the speaker and/or topic change?</i>	<i>How did the speaker react to your active listening? (For scenario 3, also consider the group's reaction)</i>
1. Talk in-person with 1 individual			
2. Phone 1 individual			
3. Engage 1 person or more in a group setting			