

## Effective Listening Skills Checklist

Use this checklist after having a conversation with one of your students. Place a check mark next to the listening skills you performed well. Continue to improve your listening skills by being aware of the behaviors that will make your students feel validated and important.

### ***Empathetic Listening Skills***

- \_\_\_\_\_ I set time aside to have meaningful conversations with my students with no distractions.
- \_\_\_\_\_ I refrain from interrupting my students and let them know that I am there for them and willing to allow them the time they need to gain clarity.
- \_\_\_\_\_ I use thoughtful and open-ended questions to invite deeper thought and consideration from the speaker.
- \_\_\_\_\_ When my students are talking, I concentrate on not only what they are saying but also on what they are thinking and how they are feeling.

### ***Active Listening Skills***

- \_\_\_\_\_ I use nods, listening posture, and listening sounds such as “yes” and “really” to encourage my students to continue talking.
- \_\_\_\_\_ I combine eye contact with smiles and other nonverbal messages to encourage my students to continue speaking and sharing their thoughts.
- \_\_\_\_\_ I remember facts, details, ideas, and concepts that my students share with me.
- \_\_\_\_\_ I ask clarifying questions to reinforce that I have an interest in what my student has been saying.

### ***Reflective Listening Skills***

- \_\_\_\_\_ I repeat or rephrase what my students tell me to demonstrate that I understand them.
- \_\_\_\_\_ My face, body language, and tone reflect my students’ emotions when they share their feelings with me.
- \_\_\_\_\_ I show my students that I perceive the world as they see it and that I do my best to understand their messages.
- \_\_\_\_\_ I work to develop the best possible sense of my students’ frame of reference while avoiding the temptation to respond from my own frame of reference.