

Active Listening Skills Worksheet

Name: _____ Age: _____

Date: _____ dd / mm / yyyy

UNDERSTANDING ACTIVE LISTENING

Define active listening in your own words:

Why do you think active listening is important in communication?

SELF-ASSESSMENT OF LISTENING SKILLS

Rate your current listening skills from 1-10: _____

Why did you give yourself this rating?

ACTIVE LISTENING TECHNIQUES

1. Paying Full Attention

Examples of when you did this:

Describe how it felt to pay full attention:

2. Nonverbal Communication

What nonverbal cues do you commonly use?

How can you improve your nonverbal communication?

3. Reflecting and Paraphrasing

Write a recent conversation and how you could reflect or paraphrase.

4. Asking Open-Ended Questions

List some open-ended questions you can use in conversations.

5. Showing Empathy

Describe a situation where you showed empathy.

How can you improve your empathy skills?

BARRIERS TO ACTIVE LISTENING

What are some common barriers you face that keep you from actively listening?

How can you overcome these barriers?

REFLECTING ON CONVERSATIONS

Write a recent conversation and how you could reflect or paraphrase.

What would you do differently next time?

FEEDBACK FROM OTHERS

Ask someone you trust to provide feedback on your listening skills. What feedback did you receive?

What is your reaction to this feedback?

SETTING GOALS FOR ACTIVE LISTENING

What are your short-term goals for active listening?

What strategies will you use to achieve this?

What are your long-term goals for active listening?

What strategies will you use to achieve this?

MENTAL HEALTH PROFESSIONAL DETAILS

Name of Professional: _____ Name of Practice: _____

Additional Notes, Observations, and Recommendations: