

Effective Listening Skills

1 Maintain eye contact

2 Remove distractions;
be attentive & relaxed

3 Keep an open mind

4 Avoid interrupting or
imposing solutions

5 Wait for pauses to ask
clarifying questions

6 Ask questions to ensure
understanding

7 Give regular feedback

8 Notice nonverbal cues
& what is unsaid



Effective Listening

RD Boyd



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