

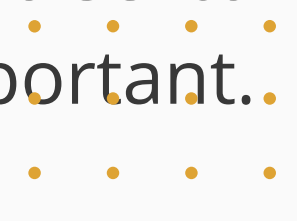
To Be Heard:
***5 Ways to
Practice Active
Listening in the
Workplace***

LET'S FIND OUT!



Create the Right Environment

First, create the right environment. The right environment means leaders must eliminate and minimize distractions because this can lead to critical listening. Ensure your workspace is free from interruptions. Have an office with closed doors, silence phones, and eliminate background noise to signal to the speaker that their message is important. This also shows great interpersonal skills.





Use Effective Body Language


Try to maintain eye contact this shows that you are engaged and interested in what the speaker is saying. Nodding and leaning slightly forward can further enhance attentiveness and maintain meaningful conversations. Adopt a body language that conveys openness and receptiveness, which encourages the speaker to share more freely. Pay

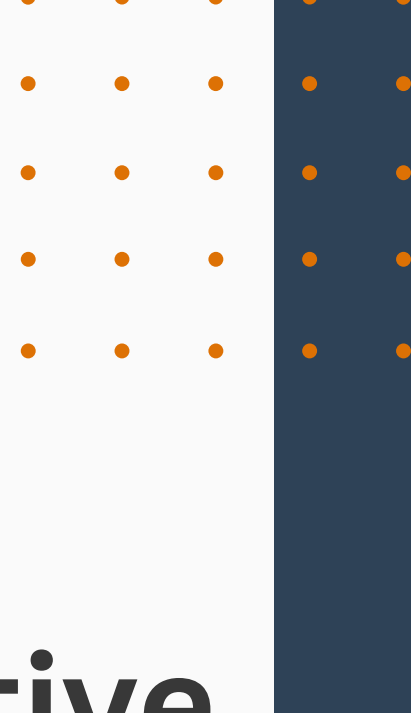
attention to body language, cause this shows that you're an attentive listener.



Show Empathy and Transparent Communication

Acknowledge emotions by recognizing and validating the speaker's feelings and asking relevant questions. Phrases like "I see. It seems this situation is challenging for you to overcome. Do you need my help?" can help convert empathy and understanding, building stronger relationships. Next, allow the speaker to finish their thoughts without interruption.





Practice Active Listening Techniques

At the end of the discussion, summarize key points to ensure clarity and mutual understanding.

Next, try a “Listening Challenge” – over the next week, make it a point to actively listen during one conversation each day. Reflect on how the conversation went, what point you missed, and how you can improve for the next time, cause this makes you an effective leader.






Continuous Improvement



Try to engage in role-playing scenarios where one person acts as a speaker while another practices active listening techniques. This can help reinforce skills in a controlled environment. Next, try the feedback loop. After conversations, seek feedback on each member's listening skills from colleagues to identify areas for improvement.





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