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| 1. **NAME** of the resource / tool
 | **Active Listening Self Assessment** |
| 1. **WHAT** is the purpose of the resource / tool?
 | To assist respondents in identifying strengths and areas of improvement in relation to their active listening skills.  |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Original source of document is unknown. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. This assessment can be used to support leadership skills development and training that is designed to strengthen communication and relationship building skills.
2. It can be completed as part of a facilitated group session or as an individual exercise in conjunction with coaching support. Ideally this skill assessment is given to new members when join the group. In practice, this is given to all members that have not been filled one out.
3. No particular skill set is needed to complete the assessment, but debriefing findings with a coach or trainer who is skilled in active listening as a core leadership competency is recommended.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Active listening is one of the most important skills a leader can possess. How well a person is able to listen has a major impact on their ability to effectively engage people and understand different perspectives, which is integral to healthy personal relationships and community building efforts. |

Instructions: Find a partner. Each will select a topic to talk about for approximately 3 minutes. When the first person is done talking, the listener will evaluate themselves then switch roles.

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| **Active Listening Assessment** |
| **Step 1: Become aware of how you currently listen.** |
|  | Yes | No |
| I was listening not reacting. |  |  |
| I was listening not thinking what to say next. |  |  |
| I was paying attention, my mind was not wandering. |  |  |
| I was curious about what was being said. |  |  |
| **Step 2: Recognize what to listen for:** |
|  | Yes | No |
| Did I have assumptions about the topic? |  |  |
| Did I make assumptions about the speaker’s viewpoint? |  |  |
| Did I jump to conclusions? |  |  |
| **Step 3: Use effective questions to listen appreciatively:** |
|  | Yes | No |
| Did I ask questions? |  |  |
| Were my questions judgmental? |  |  |
| Were my questions threatening? |  |  |