

9-Adult Activity	Active Listening
<i>Standard</i>	CAREER RETENTION AND ADVANCEMENT
<i>Badge Awarded/</i> ★ <i>I Statement</i>	<p>Cooperation and Teamwork</p>  <p>★ I have practiced active listening skills in a one-to-one conversation.</p>
<i>Time duration</i>	30 or more minutes
<i>Objective</i>	Observe and practice active listening.
<i>Overview</i>	Students will view a video on active listening . Or view on our site . They will then be paired with another student to complete an active listening exercise. Each student will complete a self-evaluation on his/her listening skills.
<i>Key Points</i>	<ul style="list-style-type: none"> • The basics of active listening include using good body language, nodding, and eliminating distractions. • Four other components of active listening are clarifying, encouraging, reflecting, and summarizing. • Becoming an active listener helps you become a better employee and friend.
<i>Gathering Your Thoughts Question</i>	How will active listening help you in your chosen career?
<i>Final Output</i>	Self-Evaluation table Gathering your thoughts answer.
<i>Teacher Resources: Links and Files</i>	<p>Websites:</p> <ol style="list-style-type: none"> 1. 3 reasons why active listening is a must-have skill. 2. Active listening exercises from Training Zone