Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

To listen, really listen is a difficult thing to do. Frequently, we hear what someone is saying without giving it our full attention and without fully understanding what has been said.



Communication breaks down without effective listening skills which is why listening is usually the first place to look when there are problems with communication.

Become a better communicator through a range of techniques to use to improve the ability to listen within your organisation with our Active Listening Skills training course, a Human Resources Training and Coaching Course.

Course Objectives

After this Listening Skills training course, attendees will be able to:

- Analyse and have an increased understanding of the techniques of effective listening
- Discuss the skills of communication and focus on the art of listening
- Apply their new skills actively in the working environment

An Introduction to Active Listening Skills

- Overview of Active Listening
- Importance of Active Listening Skills

Stages for Active listening Skills

- Listen Attentively but Relaxed

Tel +44 20 4571 2395
info@siliconbeachtraining.co.uk

- Feel Same What the Speaker Feels

How to Improve your Active Listening Skills?

- Make Eye Contact and Face the Speaker
- Listen Properly and Show to the Speaker that you are Interested
- Provide Feedback
- Do not Interrupt the Speaker
- Try to Make a Conversation in Front of the Mirror
- Listen and Make a Virtualisation Picture

Benefits of Active Listening Skills

- The Motive of Conversation
- Understand the Successful Conversation
- Save Time and Money
- Build a Good and Strong Network with the Speaker
- Reduces the Stress Level
- Engagement and Motivation
- Teaching Skills Add-ons
- Problem-Solving or Handing Issues

Outcomes of Active listening

- Person Feel you are Interested in Listening
- Increased Self-Confidence and Understanding
- Clarifying Misunderstanding

To listen, really listen is a difficult thing to do. Frequently, we hear what someone is saying without giving it our full attention and without fully understanding what has been said. This Active Listening Skills training course will give participants a range of techniques which they can use to improve their ability to listen.