Listening Bad Habits Self Reflection Activity

Following is a list of ten habits of listening. Please be honest and check the listening bad habits that you are guilty of committing.

☐ I interrupt often or try to finish the other person’s sentences

☐ I jump to conclusions

☐ I am often overly parental and answer with advise, even when not requested

☐ I make up my mind before I have all the information

☐ I am compulsive note taker

☐ I don’t give any response afterward, even if I say I will

☐ I am impatient

☐ I lose my temper when hearing things I don’t agree with

☐ I try to change the subject to something that relates to my own experiences

☐ I think more about my reply while the other person is speaking than what he or she is saying

50 Communications Activities, Icebreakers and Exercises, by Peter R. Garber. Amherst, MA, HRD Press, Inc. 2008
Engagement Tool

Schedule a one on one meeting with your employee and ask the following questions.

Name:___________________________ Date:__________________________

1.) What drives you to be successful?

2.) How do you like to be recognized?

3.) What can I do to develop you?

4.) What method of communication do you prefer?

5.) Do you have any feedback for me?