



BEAUTY FOR ASHES 2.0

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ACTIVE LISTENING ACTIVITY

Active listening is an essential skill for individuals to develop, especially when entering the workforce, as it can improve their communication abilities and enhance their performance.

Activity: "Peer Interview and Active Listening"

Objective: To practice active listening skills while learning more about their classmates.

Materials Needed:

- Paper
- Pens or pencils
- Timer or stopwatch

Instructions:

1. Introduction (10 minutes): Start by discussing the importance of active listening in both personal and workforce contexts. Explain that active listening involves giving full attention to the speaker, asking questions for clarification, and demonstrating understanding. Share the key components of active listening, such as: paraphrasing, asking open-ended questions, avoiding distractions, nodding, smiling, maintain eye contact, and summarizing what was said.
2. Pairing Up (5 minutes): Have the participants pair up with a partner they don't know very well or someone they'd like to get to know better. If necessary, you can facilitate the pairing process.
3. Preparation (5 minutes): Instruct each pair to decide who will be the "**speaker**" and who will be the "**listener**" for the first round. The speaker will talk about a chosen topic for 2 minutes, and the listener's job is to actively listen without interruption.
4. Round 1 - Speaker (2 minutes): The speakers begin by talking about a topic of their choice for 2 minutes while the listeners actively listen. Remind the listeners to use active listening techniques like nodding, making eye contact, and not interrupting.
5. Round 1 - Reflection (2 minutes): After the 2-minute speaking period, the listeners have 2 minutes to reflect back to the speakers what they heard. They should **paraphrase** and **summarize** what the speaker said.

6. Switch Roles (1 minute): Have the participants switch roles so that the listener becomes the speaker, and vice versa.

7. Round 2 - Speaker (2 minutes): Repeat the process with the new roles reversed. The new speaker discusses a different topic for 2 minutes while the listener actively listens.

8. Round 2 - Reflection (2 minutes): After the second round of speaking, the listeners reflect back to the speakers again, summarizing what they heard.

9. Discussion (10 minutes): Bring the whole class back together and discuss the activity. Ask questions like:

- How did it feel to be an active listener?
- Did you find it challenging to reflect back what you heard?
- Did you learn something new about your partner?
- How can active listening be useful in your daily life and in the workplace?

10. Debrief (5 minutes): Conclude by emphasizing the importance of active listening in building strong relationships and enhancing performance in the workplace. Encourage participants to practice active listening in their daily interactions.