

## How to Develop Listening Skills

### CHECKLIST

#### ○ What are Listening Skills?

- Listening ≠ hearing — it's active, focused, and intentional
- It's how we absorb, interpret, and respond what people tell us
- Listening builds trust, clarity, and connection

#### ○ Types of Listening - Master them all

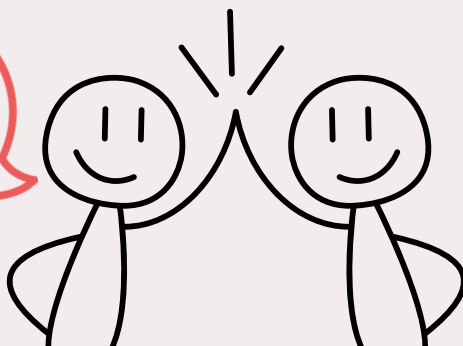
- Active Listening
- Empathetic Listening
- Critical Listening
- Reflective Listening

#### ○ How to develop listening skills

- 👁️ Make eye contact
- 🔔 Remove distractions
- 💬 Ask clarifying questions
- 🔄 Paraphrase and reflect back
- 🎧 Practice with podcasts or audiobooks
- 🤝 Join group discussions
- 👤 Observe body language

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#### ○ Listening Builds Brain Power

- Boosts memory
- Fosters empathy
- Improves decision-making

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