

Finding Common Ground: Active Listening for Effective Communication Teaching Outline

Prepared by:

Mike Stout, Ph.D., George Kaiser Family Foundation Endowed Chair in Family and Community Policy, Associate Professor, OSU-Extension Civic Engagement and Family and Community Policy Specialist

Introduction to problem:

Listening is one of the most important skills you can have. How well you listen has a major impact on the quality of your relationships with others, and it can make or break your ability to work with others to accomplish important tasks or goals. The way to improve your listening skills is to practice “active listening,” where you make a conscious effort to not only hear the words that another person is saying to you, but to understand the complete message being communicated. This lesson provides a brief overview of how active listening can improve your communication with others, and will provide tips and strategies for improving your active listening skills.

Program objectives:

After completing this program, participants should understand:

- The importance of active listening for effective communication
- Identifying body language and other signs that someone is actively listening to you and that you are actively listening to others
- Learn strategies for becoming a more active listener

Program materials:

- For OHCE leader lesson:
 - Teaching outline
 - Leader lesson PowerPoint
 - Leader Lesson Evaluation

Preparation and suggested activities:

- Read the PowerPoint slide and notes section prior to the program.

Contact:

- Mike Stout, Ph.D.
- Phone: 918.594-8311; e-mail: michael.stout@okstate.edu

Lesson Evaluation: Safety and Environment Issue Team

- Educators: Following the lesson, please gather the completed evaluations and return them to your County OSU Extension Center no less than one week after lesson.