## How Can You Listen Well?

- Behavior #1: Accuracy
  - Discriminate facts from opinions
  - Analyze facts to understand message
- Behavior #2: Support
  - Give attention to the other person
  - Show involvement verbally and nonverbally
  - Help other person feel comfortable

Communication for Managers

From: Lynn O. Cooper, "Listening Competency in the Workplace," *Business Communication Quarterly*.

## Develop Your Capacity to *Reflect in Action*

- Hit the "pause button"
  - How does the interaction make you feel?
  - How and why do you interpret as you do?
- Suspend your assumptions
- Consider how your actions are coloring the situation
- Use self-observation to bring about self control