



## SMALL GROUP TIPS AND TRICKS

### DEVELOPING BETTER LISTENING SKILLS

Listening skills are critical for Group Leaders. Make sure to exercise the following skills when you are meeting with your group. As you utilize them they will become habits, and you'll be an even better leader!

1. Stop talking. You can't talk and listen at the same time.
2. Don't interrupt. Interrupting people discourages them and makes it less likely that they will contribute to your group's conversations in the future.
3. Use body language. Sit or stand up straight and look the other person in the eye.
4. Actively listen. Don't think about what you're going to say while the other person is talking.
5. Listen for themes. Try to identify and understand the speaker's main idea.
6. Be alert. Watch for non verbal cues that indicate what the speaker may be feeling.