

## Active listening tips

---



### Focus fully

Eliminate distractions and give the speaker your undivided attention. Show that you value their words.



### Show you're listening

Use non-verbal cues like nodding, eye contact, and leaning forward to demonstrate engagement and understanding.



### Reflect and clarify

Paraphrase what the speaker has said and ask clarifying questions to ensure you understand their message accurately.



### Avoid interrupting

Let the speaker finish their thoughts before responding. This shows respect and allows for a more meaningful conversation.

Get more communication  
tips in the Groov app →

