

## Active Listening - 10 tips to help us do it

Active listening is about listening and avoiding misunderstandings. It requires us to focus on the speaker. At the same time, we must stop thinking about immediate responses to what is said. It's really about letting go of our own thoughts and paying attention to what is said. Follow this up to make sure you understood what the person meant to say. Paraphrase what you thought you heard, asking if you are correct.

What else would help you and others on the committee with active listening?

The idea	What might help me do this?

