

# WORKPLACE LISTENING SELF ASSESSMENT

## Instructions

Instructions for Answering the Self Reflection Questions:

1. Read through each question carefully.
2. Take time to reflect on your own experiences and thoughts in regards to each question.
3. Write down your response to each question, being as honest and specific as possible.
4. Consider the experiences and perspectives of others, including those who may hold different opinions or come from diverse backgrounds.
5. Refrain from judgment or criticism of yourself or others, and instead focus on self-reflection and growth.
6. Use these questions as a starting point for self-discovery and growth in the area of workplace listening.
7. These questions can be answered through writing or by speaking with a trusted friend, mentor, or colleague.

Note: The purpose of these self reflection questions is to promote personal growth and development in the area of workplace listening. There is no right or wrong answer, and the goal is to encourage self-reflection and awareness.

## 15 Workplace Listening Self Assessment Questions

1. In what ways do I actively listen to others in the workplace?
2. Are there times when I struggle to listen effectively in the workplace? If so, what are the reasons?
3. How do I ensure that I am effectively communicating my thoughts and ideas to others in the workplace?
4. Do I feel comfortable sharing my opinions and ideas in the workplace, even if they differ from others? Why or why not?
5. How do I approach understanding the perspectives and experiences of others in the workplace, even if they are different from my own?
6. How do I ask clarifying questions and seek additional information in order to fully understand the perspectives and needs of others?
7. How do I address the concerns and experiences of underrepresented groups in the workplace?
8. How committed am I to promoting diversity, equity, and inclusion in the workplace, and in my personal interactions with others?
9. Can I remain open-minded and non-judgmental when listening to others in the workplace, even when I disagree with their opinions?
10. How effective am I at resolving conflicts in the workplace through active and respectful listening and communication?
11. What steps do I take to continually improve my listening skills through training and self-reflection?
12. How do I ensure that my colleagues, coworkers, and superiors feel heard and understood in meetings and other work interactions?
13. Do I feel that my own opinions and ideas are valued and heard in the workplace?
14. In what ways do I encourage and support active and effective listening in the workplace?
15. How can I continue to grow and develop my listening skills in the workplace to create a positive, inclusive, and productive work environment?

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