

Active Listening Minimize distractions • Be observant – look beyond the words · Ask questions to gain clarity • Restate or paraphrase if you're not sure • Resist the temptation to interrupt

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TYPES OF QUESTIONS Closed Can be answered with one or two words. Invite and prompt expanded answers Often start with: Usually: • How... · Yes or No • Why... · A choice among alternatives · Tell me. inspiring excellence

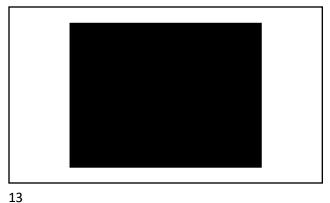
Ideal model for great communication Begin with open ended questions...they grow understanding...and relationships Use closed probes to fine tune and clarify/confirm NORTH STAR CONSULTING, INC 10

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BEGIN WITH OURSELVES Seek to grow understanding - it eradicates judgment · Learn about diversity/inclusion (language, benefits, Learn about your colleagues - be curious about their opinions and their experiences

Intentionally practice seeing things from different points of view Invite others into our thought process

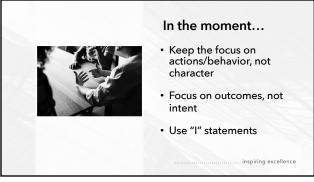






Preparation Think the conversation through: where might folks be coming from? What unconscious biases might people be holding? (If you don't know, that might be a good place to start the nega t i v e • What would be a good outcome(s)? Assume positive intent - for all Curious inquiry - rather than judging or shaming, be curious about where others are coming from. Seek to understand inspiring excellence

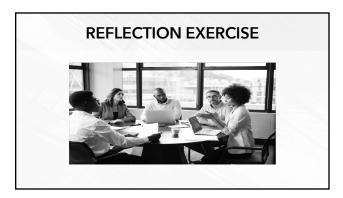
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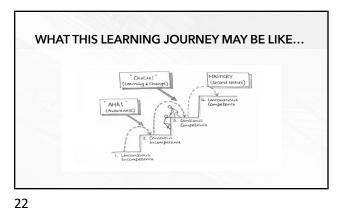
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How to stay with it when things get challenging 1. What you said just made me bristle a little. Can you tell me what you meant? 2. What makes you ask that question? 3. It sounds like you're really passionate about this. Can you tell me why? 4. I'm shocked by that statement; can you give me a minute to think? 5. Tell me why that joke is funny? 6. I feel that what you said breaches our (D&I statement/mission/values/etc.); I'd like to talk more about it. 1. ~AVARNA GROUP



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