



Developing Effective Communication Skills for AEC Professionals

2 Steps to Listen Actively

Step 1 – Listen for silence in a conversation

- Don't finish other people's sentences.
- Never talk over people.

Step 2 - Acknowledge people

- Repeat some of the words people say back to them.

List down five (5) people that you will practice active listening with, in the next 30 days:

Describe challenges or successes you had when engaging in active listening with these people:

1.

2.

3.

4.

5.
