

Active Listening LESSON Plan

Active Listening is a strategy where the listener gives full attention to the speaker and can show the speaker that he or she is paying attention. It is very important to be an active listener when at work (e.g., showing your supervisor that you understand the directions), at home (e.g., showing your boyfriend or girlfriend that you are listening) or at school (e.g., listening to your peers in a group project).

Download the lesson and materials to practice active listening with your students!

Pro Tip: schedule individual zoom meetings with your students so they can practice active listening with you! With student permission, you can record these sessions for students to watch back (again, like an athlete watching game film).

Lesson Objective: Students will explore and practice Active Listening Skills.

Materials Needed: Become an Active Listener

Today are going to talk about strong communication skills and active listening.

- 1) Students brainstorm: What are strong communication skills? *Examples: listening, keeping an open mind, self-advocacy, open nonverbal communication, giving feedback, etc.*
- 2) Why are strong communication skills important for work? *You will need to communicate effectively with your coworkers and your supervisor. Your supervisor needs to know that you understand your role and assignment.*
 - a) Ask students for examples of when they demonstrate strong communication at home with their parents and/or siblings.
 - b) Ask students for examples of strong communication at school or at worksites.
- 3) Today we are going to focus on active listening
 - a) Students read: Become an Active Listener (You can assign zoom rooms and have students read in smaller groups).
 - b) Come back to class and watch/discuss:
https://www.youtube.com/watch?v=3_dAkDsBQyk

- (1) **First Watch from 0-0:44.** Why doesn't Sheldon think Amy is taking the conversation seriously? What clues does she give?
- (2) **Second Watch 0:44 to end.** How does Amy show she is listening? Is this a good example or does she overdo it?
- (3) Is this a better example? Watch:
<https://www.youtube.com/watch?v=4VOubVB4CTU&list=PLLTRx2n5eYMXHcpnlrwDNBpHf4YVmjUp-&index=3>

4) Role Play: Active Listening

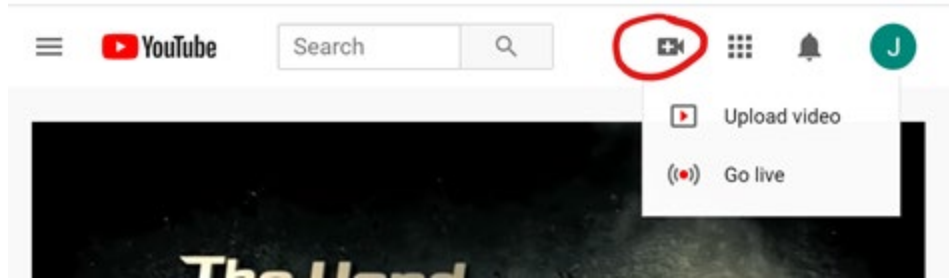
- a) Watch: <https://www.conovercompany.com/video-how-active-listening-improves-job-performance/>
 1. Did the woman use active listening when her boss gave her instructions? What should she do?
 2. The video does not show a correct way. If we had to reshoot this video, what should the correct way look like?
 - i. Students brainstorm a list of conversational topics
 - ii. Students break into groups of two (use zoom rooms) and have a conversation. Students practice active listening skills during the conversations
 - iii. Students come back to class and share their experience.

5) Make a Video Resume of using active listening skills at home!

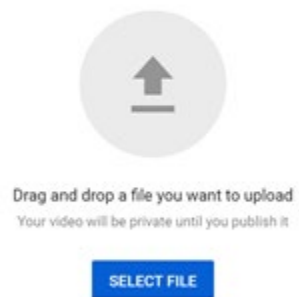
- a) Pick a conversation topic and have a conversation with your parents or siblings. Film topic using your iPad or phone.
- b) Have students follow steps to upload video to YouTube (or other school district approved sharing platform).

6) Utilizing YouTube/Privacy

- a) Review internet safety. Brainstorm who should these videos be shared with. *Parents, Schools, VR, DD, Job Developers.*
- b) Discuss privacy settings on YouTube. Follow task analysis to upload video
 - (1) Sign into YouTube/Google Account
 - (2) Click on Camera at top of the screen. Then click upload video



7) Drag and drop the video you want to upload



8) Add a title and a description of your video. You can put your transferable skills in the description of the video.

1 Details — 2 Video elements — 3 Visibility

Details

Title (required)

Quarantine Video Resume Example

Description 

This video shows my transferable work skills as I cook an Omelet at home. The video shows I use good hygiene, I dress for the job, I use video modeling and I am prepared.

9) Click Next. You can choose to add video elements

 Details —  Video elements —  Visibility

Video elements

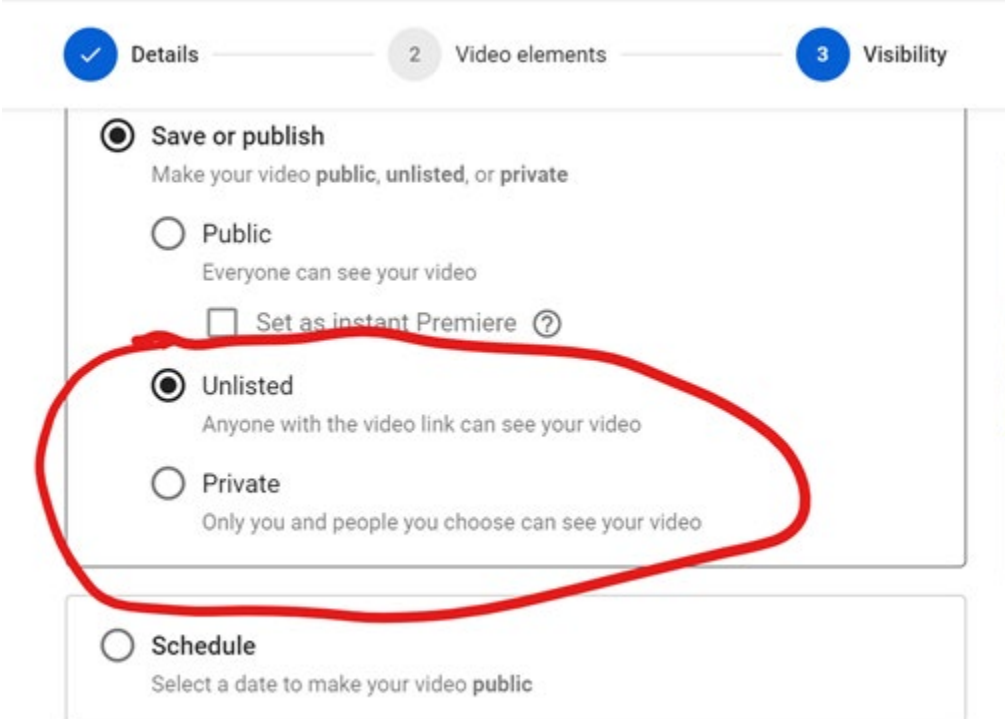
Use cards and an end screen to show viewers related videos, websites, and calls to action. [Learn more](#)

 Add an end screen ADD
Promote related content at the end of your video

 Add cards ADD
Promote related content during your video

10) Click Next. You will be on the Visibility Screen. Choose to make your video Unlisted or Private.

- (a) If you make your video Unlisted, anyone with the link will be able to see video, but you will not be able to find video via a search engine.
- (b) If you make your video private, you will only be able to see video if you are invited via a google account. VR will not be able to see video because they do not have access to google.



The image shows a screenshot of the YouTube video settings interface, specifically the 'Visibility' tab. At the top, there are three tabs: 'Details' (checked), '2 Video elements', and '3 Visibility'. Below the tabs, the 'Save or publish' section is active, with the instruction 'Make your video public, unlisted, or private'. There are four options: 'Public' (radio button), 'Set as instant Premiere' (checkbox), 'Unlisted' (radio button, circled in red), and 'Private' (radio button). Below this is the 'Schedule' section with a radio button and the instruction 'Select a date to make your video public'.

11) Click Save and your video will be published!