


Discussion Skills



Active Listening




- 
- Pay attention
 - Listening to what is being said rather than planning what you will say
 - Paying attention to non-verbal cues
 - Look engaged (whatever this means to you)
 - Snaps when we agree with a point
 - Non-verbal agreement/support



Asking Questions




- 
- Ask questions when you are confused or want to hear more
 - Yes or no questions are boring keep questions opened ended
 - When asking clarifying questions be specific
 - When asking to hear more ask engaging questions
 - Don't use questions to bully someone :(
 - Don't be afraid (there are no dumb questions)



Summarizing



- 
- Briefly restate what you or someone else said
 - Use keywords or phrases
 - Only summarize information that you will reference or is need for context
 - Keep it short and sweet (Don't repeat the whole conversation we all already heard)
 - Think of summaries as reminders of things that happened earlier





Adding on and Circling Back







- Used when someone says something you want to reply to
- To add onto what *person* said
- I want to circle back to *blank*





Speak Up
and
Step Back




- 
- Track how much you speak
 - Speak up and add on if you haven't spoken much (this could be as simple as I agree)
 - If you spoke a lot consider stepping back and letting others speak (This is what I struggle with most ngl)



Conflict Management



- 
- We will be having conversations about sensitive topics people will have different opinions
 - Disagree and argue ideas not people
 - Stay on topic
 - Monitor your tone and voice
 - You are always welcome to step out just let me know



Are there any I
missed?

