



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 afriad (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.









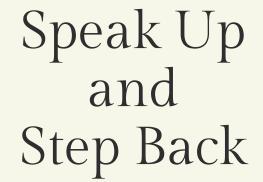






- Used when someone says something you want to reply to
- To add onto what *person* said
- I want to circle back to *blank*













- 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?



