## CHECKLIST: LISTENING TO ENCOURAGE THINKING

Listening to encourage thinking	$\otimes$
I stayed as quiet as possible as the other person was speaking.	0
I avoided thinking about my response while the other person was speaking.	0
Even when the speaker hesitated, I did not attempt to complete their sentence.	0
I did not doodle or make excessive notes.	0
I did not fidget, drum my fingers or twiddle my thumbs.	0
I maintained appropriate eye contact throughout the conversation.	0
I was aware of my body language and remained conscious of the need to seem open.	0
I noticed and matched the level of energy of the speaker at the start of the conversation.	0
I made encouraging nods and sounds throughout the conversation.	0
I was aware of silences and allowed the speaker time to think.	0

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