



# INTERNATIONAL DAY OF LISTENING

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**Title: How to host a Listening Café**

**Author: Laura Janusik**

**Subject:** Listening Cafe Model

**Interest Area:** Personal, Professional and Education

**Appropriate Age:** Anyone can benefit from a conversation from a very young age. The idea is to choose something that is of concern to them around this topic.

**Time required:** the time you will allow for this conversation depends on your situation

## **Purpose**

### **Objectives:**

- Bring people to face-to-face conversations
- Practice effective listening

### **Skill Development:**

- Practice effective listening strategies

## **Materials Needed**

### **Material:**

Tables and chairs.

Water, snacks if desired, or people can bring their own lunch. Drawing paper, pens, flowers...

### **Location:**

### **Number of participants:**

## **Instructions**

To develop a Listening Café, invite people to some old-fashioned face-to-face conversation with no external distractions (cell phones or other mobile devices, room noise, heating, lighting...)

Determine how many chairs and tables you need so that participants can comfortably interact with each other. It's better to have several tables of 4. If there are between 4 and 8 persons, all can be seated at one table.

While snacks can be provided, the focus is on interacting.

Print out the "Ground Rules" and put them on the table.

You can time Listening Rounds to make sure everyone can tell his/her story and be listened to.

Each participant will be in turn the teller, the listener, the observer or the guarantor of good listening.

## **Listening Guidelines and Tools (How to listen more effectively)**

See Templates & Guides <http://internationaldayoflistening.com/templates-guides/>

10 Listening Tips <http://internationaldayoflistening.com/10-listening-tips/>

See **Ground Rules** below.

## **Resources**

International Day of Listening website: [www.internationaldayoflistening.com](http://www.internationaldayoflistening.com)

International Listening Association Website: [www.listen.org](http://www.listen.org)

Other Listening Cafés

World Cafés

Conversations Cafés

...

## **Outcomes and Evaluation (What should participants have accomplished, and how will you/they measure success?)**

The outcome is that people walk away feeling good, having been heard and understood.

In past Listening Cafés, many people commented on how nice it was to have the cell phone ban, and how they plan on doing that at future dining events.

Try having a Listening Café at home with your friends! You might want to establish a monthly Listening Café, to which anyone can be invited or choose to show up.

**Please share your experience with the rest of the world.**

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## Ground Rules for a Listening Café

### General

- Be open to interacting with some people you do know and some you might not know yet. They are all really cool people.
- Please, no cell phones during the conversation. That means that cell phones need to be turned off and put out of sight.

### Stumped on how to Listen? Here are Ideas...

- Don't worry... you get to talk, too. But, try to gauge others' interest by watching their nonverbal expressions. Share the floor.
- Ask what others think before you tell them what you think.
- Listen both in your mind and with your body. *Show* you're listening (eye contact...)
- Don't know what to add? Try these...
  1. "That's really interesting! Tell me more!"
  2. "Don't stop now!"
  3. "I need to process that"
  4. "Let me think about that"
  5. "I'm just listening"

### Advanced listening tips especially for 2018 topic "Listen—even when you disagree"

- Don't think about your response; concentrate on listening to understand.
- Paraphrase what someone said and then ask a follow-up question.
- Disagree respectfully by saying:
  1. "I have a slightly different perspective"
  2. "I see it a little differently"
  3. Let's explore what we agree on first. Then we can talk about our differences.

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