**Activity: Listening and Feedback skills**

Audience: Mentors and Mentees

Phase of mentoring: Collaborating

Purpose: The purpose of this activity is to have open an honest two-way communication. Listening skills help mentors and mentee focus on what is being said, instead of jumping to conclusions. Feedback allows mentees to reflect on their performance while mentors to share construction or praise.

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| Directions: Follow these directions. 1. Review the ASTD LA **Listening and Feedback** PowerPoint presentation.
2. Schedule a one hour meeting at your earliest convenience.
3. Use the discussion questions below at your meeting, or develop your own.

DISCUSSION QUESTIONS* Tell me how you’re using, or not, listening skills.
* How do you like to receive feedback?
* Please give me feedback on the goals we set last month?
* When can we meet again?
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