

# Communication Skills Worksheet

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**Instructions:** Use this worksheet to practice effective communication skills.

## Active Listening:

1. Practice Scenario: \_\_\_\_\_

Key Points to Listen For: \_\_\_\_\_

2. Practice Scenario: \_\_\_\_\_

Key Points to Listen For: \_\_\_\_\_

## Assertive Communication:

1. Need to Express: \_\_\_\_\_

How to Express Assertively: \_\_\_\_\_

2. Need to Express: \_\_\_\_\_

How to Express Assertively: \_\_\_\_\_

## Conflict Resolution:

1. Conflict Scenario: \_\_\_\_\_

Steps to Resolve: \_\_\_\_\_

2. Conflict Scenario: \_\_\_\_\_

Steps to Resolve: \_\_\_\_\_