

Catapult Your Career with

# The Silence of Listening

Acknowledge

Rephrase  
and  
Expand  
their  
Ideas

Empathize

Listen  
in a  
Non  
Judgmental  
Way

Express  
what  
you are  
FOR,  
not  
AGAINST

Note  
their  
Body  
Language

Provide  
Limited  
but  
Encouraging  
Input