

**Module #4: Listening is a Voluntary Act
 Leader Guide/Facilitator Notes
 Summary of Three Hour Seminar Time Schedule**

Part 2: Listening is a Voluntary Act

Flipchart/Workbook Page

15 Minutes

Introduction of Participants

15 Minutes

Introduction to Listening is a Voluntary Act

30 Minutes

-Listening
 -The Business of Listening
 -Personal Listening Inventory

Flipchart
 p 2
 p 3

15 Minutes

-Dyad Activity "The I's Have It"

20 Minutes

-Dyads Report Back to Large Group

15 Minutes

-Listening to Learn...Learning to Listen

p 4

20 Minutes

-Levels of Listening

Flipchart/p 5

Break

40 Minutes

-Individual Activity (3" X 5" Cards)

10 Minutes

-Listening Small Group Exercise

180 Total Minutes

Completion of Evaluations