

# Effective Listening

## Course Description

Do you act like you're listening when you are really not? This course provides you with the skills needed to effectively listen by overcoming internal and external listening pitfalls as well as tips for improving communication.

## Target Audience

This course is intended for all employees.

## Course Objectives

- Hearing vs. listening
- Communication types
- Listening pitfalls
- Levels of listening
- Tools for effective listening
- Tips for improving listening and communication

Course Information	
Time/Duration	2 Hours
Cost	No cost
Schedule/Contact	<a href="mailto:Humanresources_training@augusta.edu">Humanresources_training@augusta.edu</a>
To enroll in session:	<a href="https://train.augusta.edu">https://train.augusta.edu</a>

\*To request a special session for your team on this topic, please submit a Service Request at [Wufoo](#).

