



This FREE RESOURCE is provided by The Lighthouse.
The Lighthouse is a faith-based program helping those in our community find freedom and hope from life altering addictions. If you would like to know more about our program, please call us at 260-255-6413.

Communication

Active Listening and Fighting Fair

Plan for Self-Disclosure:

1. Identify the issue.
What is going on?
2. Sort out our thoughts.
What are my thoughts on this issue?
3. Examine your feelings.
How am I feeling?
4. Evaluate your actions.
What do I have an urge to do?
5. Look into your motivations.
What is behind my reactions?

Make An Appointment:

1. Express the need to talk.
“I have something I need to talk about.”
2. Disclose your concern.
“This involves. . .” (Be brief about the issue).
3. Set a time to talk.
“When can we talk?” (Without distractions)

Prepare To Listen:

1. Make sure you protect yourself.
Talk in a safe place.
Don't overreact.
Deal with the hurt.
2. Deal with Co-Dependency issues.
I am not here to meet my needs right now.
Take notes.

3. Engage the person you are talking to.
 - Be here to listen.
 - Be here to understand.
 - Take the talk seriously.
 - Use affirmations.

Self-Disclose Appropriately:

1. Thoughts.
 - What am I thinking about?
2. Feelings.
 - What am I feeling?
3. Actions.
 - What is or needs to happen?
4. Motivation.
 - What is causing me to act this way?

Active Listening:

1. What are you thinking?
2. What are you feeling?
3. What is causing you to act this way?
4. What are you thinking?

Responding:

1. Paraphrasing.
 - a. What I hear you saying is . . .
 - b. Is that right?
 - c. It sounds like you are feeling. . .
2. Validate
 - a. It makes sense to me that you are feeling. . .
 - b. Be sensitive.

Seek Closure:

1. State your new awareness.
 - a. Because of our conversation I now understand. . .
2. Request change if needed.
 - a. What would you think if we did _____ differently in the future?
3. Request feedback.
 - a. What did you hear me ask for?
 - b. Are you willing to help?