

Time Allocations for Workshops

This checklist below (workshop numbers and titles) gives an indication of the minimum time to be allocated to each activity. Times will be affected by the number of participants and whether a limit is set on discussion periods.

One to two hours

- 2 — Blocks to Listening
- 4 — Listening Between the Lines
- 5 — Active Listening
- 7 — Making the Group Work
- 15 — Accurate Reporting?
- 16 — Remembering What You Hear
- 19 — Lectures and Presentations
- 20 — Concentration

Two to three hours

- 1 — How Well Do You Listen?
- 8 — Two-way Communication
- 9 — Difficult People
- 10 — Listening for Leadership
- 12 — Listening and Stress
- 13 — When the Phone Rings
- 14 — Listening for Feelings
- 17 — Notetaking (1)
- 18 — Notetaking (2)

Two hours

- 3 — Getting the Right Message
- 6 — Communication Styles

Over three hours

- 7 — Making the Group Work
- 11 — Listening and Appraisal