Additional Resources

Learning Circles



Sample Phrases to Respectfully Disagree UnitedHealthcare



Always practice empathy and consider the other person's perspective before responding.

- "I want to ask ____ a question about what he said because I'm not sure I agree" "I want to piggy back on what ____ said"
- "I see your point, and..."
- "I disagree, but would you like to know more about your point of view"
- "I can tell this is an issue you're passionate about. Can you tell me how you arrived at this viewpoint?"
- "Since I've listened to your point of view, can I tell you more about what I believe?"

Sources: https://www.weareteachers.com/teach-students-respectful-disagreement/

Active Listening 101



- Pay Attention— Be focused on the moment. Nod verbally to show you are listening using phrases, like "right", "mmhmm", and "I hear you"
- Withhold judgement

 Be open to new ideas and perspectives without arguing or giving your opinion too quickly
- Reflect

 Mirror the other person's emotions in your tone of voice. Rather than assuming you understand correctly, paraphrase key points.
- Clarify— Ask open-ended questions (what, when and how) to encourage the other person to expand their ideas, while inviting reflection and thoughtful response
- **Summarize** Restate key themes throughout conversation to solidify your understanding of the other person's point of view. Ask them to do the same.
- Share— After understanding the person's perspective, share your own thoughts and experiences that may have been triggered by something they said in the conversation

Additional Resources



Additional Resources:

- Harvard Business Review: What Great Listeners Actually Do https://hbr.org/2016/07/what-great-listeners-actually-do
- UHG Learnsource/Skillsoft course titled "Using Active Listening in Workplace Situations"
- UHG Learnsource/Skillsoft course titled "Polishing Your Feedback Skills"