Study Plan

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| **#** | **Topic** | **Type** |
| 1 | Active Listening | Video |
| 2 | Art of Effective Listening | Study Material |
| 3 | Quick Reference | Slides |
| 4 | Workbook | Practice |
| 5 | Topic Assessment | Assessment |

**Study Plan**

* Watch the "Active Listening Skills" Video.
* Read through the "Art of Effective Listening" Reading Material.
* You may choose to browse selected portions also.
* Run through the Quick Reference slides.
* Carry out the exercises in the Workbook.
* Complete the topic Assessment
* Post your doubts and learnings in the discussion forum.