



	Preparation	Effective organisation	Co-production and supportive listening	Digesting information
D1 Principles of Constructive Listening	■			
D2 Preparing Interviews		■		
D3 Managing Interviews		■	■	
D4 Asking Questions			■	
D5 Body Language			■	
D6 Processing Interviews			■	■
D7 Attending Lectures			■	■
D8 Listening for Feedback				■