

Recapping Skills

Recapping is a key practice in Collaborative Communication and is a form of observation.

What is Recapping?

Recap is short for recapitulate, headings.” It means to restate conversation, question, Collaborative you’ve heard someone say is the most basic and crucial kind of observation.

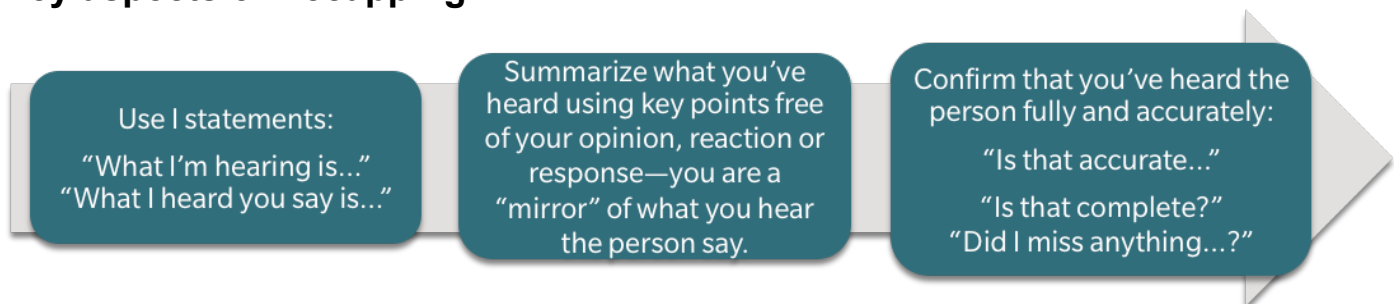
literally, “to repeat the the short bullet points of a statement, or decision. Recapping is a key practice in Collaborative Communication and is a form of observation. In effect, to share what

Why practice Recapping?

We all have a need to be heard — recapping is a concrete way to show that we have heard someone.

- Offers first step in empathic or deep listening
- Fosters connection
- Supports clarity, accuracy, and shared understanding
- Paces conversation, slows things down
- Helps with integration
- Can help de-escalate conflict/misunderstanding, especially when a situation is heated

Key aspects of Recapping:



Requesting Recapping

Let the person know why you’re requesting the recap, naming the need it would meet for you:

- “I’m not sure I’ve made this clear. Could you tell me what you heard me say so I can see if I’ve gotten it across?” (*Supporting clarity*)
- “This is really big for me, and I want to take it in. Could you repeat it back to me to help me digest it?” (*Supporting pacing/integration*)
- “I’m wanting to make sure we’re on the same page. Could you tell me what you’re hearing in this?” (*Supporting accuracy/connection*)

Offering Recapping

Let the person know why you're offering the recap, naming the need it would meet for you:

- "I'm noticing I'm hearing you say things I've heard you say before. Can I tell you what I've heard so far you can be sure I've gotten it?" (*Supporting accuracy / being heard*)
- "I'm feeling overwhelmed with what I've heard so far. Are you ok with my telling you what I've heard so far?" (*Supporting pacing/integration*)

