

## **Social Skills survey**

Instructions: Please cross out the skills that your child has mastered. This will establish the child's present level of performance. The remaining skills will become goals and objectives.

### **Basic Manners**

1. Use mannerly words like please, thank you and you're welcome
2. Express appreciation
3. Receive compliments without discounting
4. Give compliments regularly to others.
5. Apologize
6. Accept the apology of others
7. Introduce himself/herself to strangers
8. Introduce others
9. Use appropriate greetings
10. Use appropriate ending comments
11. Phone manners
12. Mealtime behaviors (follow lead of host/hostess, chew with mouth closed, don't talk when mouth full, ask to have items passed, use napkins, elbows off the table, ask to be excused.)
13. Making others feel comfortable in their home -hosting
14. Offer to help others.

Verbal Communication Skills: In conversation with others the ability to

1. Join a conversation without disruption
2. Check-repeat what they heard and ask if they heard it right
3. Identify and reflect content of conversation -tracking
4. Ability to reflect content and feelings in conversations
5. Use minimal encouragers to let other know they are following the conversation
6. Use open questions to keep conversations going.
7. Ask for help when needed or desired.

Nonverbal Communication Skills: Looking attentive when listening. When talking with others does s/he:

1. Keep an open posture
2. Face the person
3. Lean forward
4. Maintain appropriate eye contact.
5. Look relaxed.

### **Communication Roadblocks**

1. Miss pieces of information - “blinks”
2. Use closed or naked questions
3. Voice too loud or too soft
4. Speak too quickly
5. Interrupt others
6. Too quiet -rarely speaking in conversations
7. Talk excessively
8. Order or boss others
9. Critical - Judge or evaluate others.
10. Minimize or not be considerate of the thoughts or feelings of others.

#### Organizational Skills - Trustworthy

1. Difficulty with deadlines
2. Difficulty being on time for meetings and appointments
3. Difficulty remembering special occasions
4. Too organized, rigid
5. Difficulty managing money, bills, bank accounts, etc.
6. Difficulty organizing their stuff
7. Does what they agree to do
8. Finish projects

#### Self Control

1. Takes turns/waits
2. Ability to handle inappropriate behavior of others
3. Effectively manage conflict, negotiate and compromise
4. Effectively manage anger
5. Refrain from aggressive behavior
6. Assertiveness
7. Impulsive spending
8. Impulsive decision-making
9. Filter thoughts avoiding impulsive words, blurting things that hurt people
10. Inappropriate touche of others
11. Difficulty relaxing
12. Excessive physical activity (trouble staying seated, fidget, feeling restless)

#### Knowledge

1. Understand attribution theory’s role in social relationships
2. Understand the importance of social exchange theory - give and take in relationships
3. Understand the subtle cues that they give others with their body language.
4. Ability to pick up the subtext - socially perceptive
5. Understand context

## Relationships

1. Sensitive to the needs of others
2. Patient
3. Creative
4. Fun to be with
5. Flexible -able to go with the flow
6. Respect boundary of others
7. Treat others with respect
8. initiate invitations to others
9. Difficulty with intimacy
10. Have at least three close friends

## Self Care

1. Ability to nurture him/herself
2. Appearance -clean, neat, and appropriate for situations
3. Ability to identify and express feelings
4. Self -esteem
5. Participate in support groups
6. Sense of humor
7. Positive outlook - hope