Social Skills Definition

Social skills are the skills we use when we deal with other people. Good social skills get us what we want and maximize the positive response and minimize the negative response from other people.

Fifty Social Skills that Can be Used in Aftercare Lessons

Group 1: Beginning Social Skills

Skill 1: Listening
SKILL STEPS
1. Look at the person who is talking.
2. Think about what is being said.
3. Wait your turn to talk.
4. Say what you want to say.

Skill 2: Starting a Conversation
SKILL STEPS
1. Greet the other person.
2. Make small talk.
3. Decide if the other person is listening.
4. Bring up the main topic.

Skill 3: Having a Conversation
SKILL STEPS
1. Say what you want to say.
2. Ask the other person what he/she thinks.
3. Listen to what the other person says.
4. Say what you think.
5. Make a closing remark.

Skill 4: Asking a Question
SKILL STEPS
1. Decide what you'd like to know more about.
2. Decide whom to ask.
3. Think about different ways to ask your question and pick one way.
4. Pick the right time and place to ask your question.
5. Ask your question.

Skill 5: Saying Thank You
SKILL STEPS
1. Decide if the other person said or did something that you want to thank him/her for.
2. Choose a good time and place to thank the other person.
3. Thank the other person in a friendly way.
4. Tell the other person why you are thanking him/her.

Skill 6: Introducing Yourself
SKILL STEPS
1. Choose the right time and place to introduce yourself.
2. Greet the other person and tell your name.
3. Ask the other person his/her name if you need to.
4. Tell or ask the other person something to help start your conversation.

Skill 7: Introducing Other People
SKILL STEPS
1. Name the first person and tell him/her the name of the second person.
2. Name the second person and tell him/her the name of the first person.
3. Say something that helps the two people gets to know each other.

Skill 8: Giving a Compliment
SKILL STEPS
1. Decide what you want to compliment about the other person.
2. Decide how to give the compliment.
3. Choose the right time and place to say it.
4. Give the compliment.

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Group 2: Advanced Social Skills

Skill 9: Asking for Help
SKILL STEPS
1. Decide what the problem is.
2. Decide if you want help for the problem.
3. Think about different people who might help you and pick one.
4. Tell the person about the problem and ask that person to help you.

Skill 10: Joining In
SKILL STEPS
1. Decide if you want to join in an activity others are doing.
2. Decide the best way to join in.
3. Choose the best time to join in.
4. Join in the activity.

Skill 11: Giving Instructions
SKILL STEPS
1. Decide what needs to be done.
2. Think about the different people who could do it and choose one.
3. Ask that person to do what you want done.
4. Ask the other person if he/she understands what to do.
5. Change or repeat your instructions if you need to.

Skill 12: Following Instructions
SKILL STEPS
1. Listen carefully while you are being told what to do.
2. Ask questions about anything you don't understand.
3. Decide if you want to follow the instructions and let the other person know your decision.
4. Repeat the instructions to yourself.
5. Do what you have been asked to do.

Skill 13: Apologizing
SKILL STEPS
1. Decide if it would be best for you to apologize for something you did.
2. Think of the different ways you could apologize.
3. Choose the best time and place to apologize.
4. Make your apology.

Skill 14: Convincing Others
SKILL STEPS
1. Decide if you want to convince someone about something.
2. Tell the other person your idea.
3. Ask the other person what he/she thinks about it.
4. Tell why you think your idea is a good one.
5. Ask the other person to think about what you said before making up his/her mind.

Group 3: Skills for Dealing with Feelings

Skill 15: Knowing Your Feelings
SKILL STEPS
1. Tune in to what is going on in your body that helps you know what you are feeling.
2. Decide what happened to make you feel that way.
3. Decide what you could call the feeling.

Skill 16: Expressing Your Feelings
SKILL STEPS
1. Tune in to what is going on in your body.
2. Decide what happened to make you feel that way.
3. Decide what you are feeling.
4. Think about the different ways to express your feeling and pick one.
5. Express your feelings.

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Skill 17: Understanding the Feelings of Others

SKILL STEPS

1. Watch the other person.
2. Listen to what the other person is saying.
3. Figure out what the person might be feeling.
4. Think about ways to show you understand what he/she is feeling.
5. Decide on the best way and do it.

Skill 18: Dealing with Someone Else's Anger

SKILL STEPS

1. Listen to the person who is angry.
2. Try to understand what the angry person is saying and feeling.
3. Decide if you can say or do something to deal with the situation.
4. If you can, deal with the other person's anger.

Skill 19: Expressing Affection

SKILL STEPS

1. Decide if you have good feelings about the other person.
2. Decide if the other person would like to know about your feelings.
3. Choose the best way to express your feelings.
4. Choose the best time and place to express your feelings.
5. Express your feelings in a friendly way.

Skill 20: Dealing with Fear

SKILL STEPS

1. Decide if you are feeling afraid.
2. Think about what you might be afraid of.
3. Figure out if the fear is realistic.
4. Take skill steps to reduce your fear.

Skill 21: Rewarding Yourself

SKILL STEPS

1. Decide if you have done something that deserves a reward.
2. Decide what you could say to reward yourself.
3. Decide what you could do to reward yourself.
4. Reward yourself.

Group 4: Skills Alternatives to Aggression

Skill 22: Asking Permission

SKILL STEPS

1. Decide what you would like to do for which you need permission.
2. Decide whom you have to ask for permission.
3. Decide how to ask for permission.
4. Pick the right time and place.
5. Ask for permission.

Skill 23: Sharing Something

SKILL STEPS

1. Decide if you might like to share some of what you have.
2. Think about how the other person might feel about your sharing.
3. Offer to share in a direct and friendly way.

Skill 24: Helping Others

SKILL STEPS

1. Decide if the other person might need and want your help.
2. Think of the ways you could be helpful.
3. Ask the other person if he/she needs and wants your help.
4. Help the other person.

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Skill 25: Negotiating
SKILL STEPS
1. Decide if you and the other person are having a difference of opinion.
2. Tell the other person what you think about the problem.
3. Ask the other person what he/she thinks about the problem.
4. Listen openly to his/her answer.
5. Think about why the other person might feel this way.
6. Suggest a compromise.

Skill 26: Using Self-Control
SKILL STEPS
1. Tune in to what is going on in your body that helps you know you are about to lose control of yourself.
2. Decide what happened to make you feel this way.
3. Think about ways in which you might control yourself.
4. Choose the best way to control yourself and do it.

Skill 27: Standing Up for Your Rights
SKILL STEPS
1. Pay attention to what is going on in your body that helps you know that you are dissatisfied and would like to stand up for yourself.
2. Decide what happened to make you feel dissatisfied.
3. Think about ways in which you might stand up for yourself and choose one.
4. Stand up for yourself in a direct and reasonable way.

Skill 28: Responding to Teasing
SKILL STEPS
1. Decide if you are being teased.
2. Think about ways to deal with the teasing.
3. Choose the best way and do it.

Skill 29: Avoiding Trouble with Others
SKILL STEPS
1. Decide if you are in a situation that might get you into trouble.
2. Decide if you want to get out of the situation.
3. Tell the other people what you decided and why.
4. Suggest other things you might do.
5. Do what you think is best for you.

Skill 30: Keeping Out of Fights
SKILL STEPS
1. Stop and think about why you want to fight.
2. Decide what you want to happen in the long run.
3. Think about other ways to handle the situation besides fighting.
4. Decide on the best way to handle the situation and do it.

Group 5: Skills for Dealing with Stress

Skill 31: Making a Complaint
SKILL STEPS
1. Decide what your complaint is.
2. Decide whom to complain to.
3. Tell that person your complaint.
4. Tell that person what you would like done about the problem.
5. Ask how he/she feels about what you've said.

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Skill 32: Answering a Complaint
SKILL STEPS
1. Listen to the complain
2. Ask the person to explain anything you don't understand.
3. Tell the person that you understand the complaint.
4. State your ideas about the complaint, accepting the blame if appropriate.
5. Suggest what each of you could do about the complaint.

Skill 33: Being a Good Sport
SKILL STEPS
1. Think about how you did and how the other person did in the game you played.
2. Think of a true compliment you could give the other person about his/her game.
3. Think about his/her reactions to what you might say.
4. Choose the compliment you think is best and say it.

Skill 34: Dealing with Embarrassment
SKILL STEPS
1. Decide if you are feeling embarrassed.
2. Decide what happened to make you feel embarrassed.
3. Decide on what will help you feel less embarrassed and do it.

Skill 35: Dealing with Being Left Out
SKILL STEPS
1. Decide if you are being left out.
2. Think about why the other people might be leaving you out of something.
3. Decide how you could deal with the problem.
4. Choose the best way and do it.

Skill 36: Standing up for a Friend
SKILL STEPS
1. Decide if your friend has not been treated fairly by others.
2. Decide if your friend wants you to stand up for him/her.
3. Decide how to stand up for your friend.
4. Stand up for your friend.

Skill 37: Responding to Persuasion
SKILL STEPS
1. Listen to the other person's ideas on the topic.
2. Decide what you think about the topic.
3. Compare what he/she said with what you think.
4. Decide which idea you like better and tell the other person about it.

Skill 38: Responding to Failure
SKILL STEPS
1. Decide if you have failed at something.
2. Think about why you failed.
3. Think about what you could do to keep from failing another time.
4. Decide if you want to try again.
5. Try again using your new idea.

Skill 39: Dealing with Contradictory Messages
SKILL STEPS
1. Decide if someone is telling you two opposite things at the same time.
2. Think of ways to tell the other person that you don't understand what he/she means.
3. Choose the best way to tell the person and do it.

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Skill 40: Dealing with an Accusation
SKILL STEPS
1. Think about what the other person has accused you of.
2. Think about why the person might have accused you.
3. Think about ways to answer the person's accusation.
4. Choose the best way and do it.

Skill 41: Getting Ready for a Difficult Conversation
SKILL STEPS
1. Think about how you will feel during the conversation.
2. Think about how the other person will feel.
3. Think about different ways you could say what you want to say.
4. Think about what the other person might say back to you.
5. Think about any other things that might happen during the conversation.
6. Choose the best approach you can think of and try it.

Skill 42: Dealing with Group Pressure
SKILL STEPS
1. Think about what the group wants you to do and why.
2. Decide what you want to do.
3. Decide how to tell the group what you want to do.
4. Tell the group what you have decided.

Group 6: Planning Skills

Skill 43: Deciding on Something to Do
SKILL STEPS
1. Decide whether you are feeling bored or dissatisfied with what you are doing.
2. Think of things you have enjoyed doing in the past.
3. Decide which one you might be able to do now.
4. Start the activity.

Skill 44: Deciding What Caused a Problem
SKILL STEPS
1. Define what the problem is.
2. Think about possible causes of the problem.
3. Decide which are the most likely causes of the problem.
4. Check out what really caused the problem.

Skill 45: Setting a Goal
SKILL STEPS
1. Figure out what goal you want to reach.
2. Find out all the information you can about how to reach your goal.
3. Think about the skill steps you will need to take to reach your goal.
4. Take the first step toward your goal.

Skill 46: Deciding on Your Abilities
SKILL STEPS
1. Decide which abilities you might want to use.
2. Think about how you have done in the past when you have tried to use these abilities.
3. Get other people's opinions about your abilities.
4. Think about what you found out and decide how well you use these abilities.

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Skill 47: Gathering Information
SKILL STEPS
1. Decide what information you need.
2. Decide how you can get the information.
3. Do things to get the information.

Skill 48: Arranging Problems by Importance
SKILL STEPS
1. Think about the problems that are bothering you.
2. List these problems from most to least important.
3. Do what you can to hold off on your less important problems.
4. Go to work on your most important problems.

Skill 49: Making a Decision
SKILL STEPS
1. Think about the problem that requires you to make a decision.
2. Think about possible decisions you could make.
3. Gather accurate information about these possible decisions.
4. Reconsider your possible decisions, using the information you have gathered.
5. Make the best decision.

Skill 50: Concentrating on a Task
SKILL STEPS
1. Decide what your task is.
2. Decide on a time to work on this task.
3. Gather the materials you need.
4. Decide on a place to work.
5. Decide if you are ready to concentrate.

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