### Accepting Compliments

The steps are:

1. Look at the person.
2. Thank the person.
3. Acknowledge the compliment by:
   a. Saying how it made you feel or
   b. Stating your feeling about the item that was complimented.

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Date Assigned: __________________________</th>
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<tr>
<td>Person Assisting with Outside Practice: __________________________</td>
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<td>My Plan (brief description of assignment):</td>
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<td>Location: __________________________</td>
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<tr>
<td>Briefly describe what took place:</td>
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How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking about a New Medication You Have Heard About

The steps are:

1. Tell your doctor that you have heard about a new medication called ____.
2. Ask your doctor if they think that this medication may be helpful for you.
3. Discuss the pros and cons of changing to a new medication.
4. Listen carefully to what the doctor says.
5. Let the doctor know what you think.

Name: __________________________ Date Assigned: ________________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: _____________________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: ________________ Location: _______________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- Not at all effective
- A little effective
- Moderately effective
- Very effective
- Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking for Feedback About Job Performance

The steps are:
1. Identify an area of your job that you would like some feedback about.
2. Request feedback from the appropriate person. Say something like:
   “I’m interested in knowing how you think I am doing with _____.
   I would like to talk to you about it when you have a chance.”
3. Listen carefully to the person’s response, especially any suggestions that
   they may make.
4. If you do not understand the suggestions, ask the person to clarify them.
5. Thank the person for their time.

Name: ___________________________ Date Assigned: ________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: ________________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ________________ Location: _____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please
check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking for Help

The steps are:

1. Choose a person whom you feel you can trust.
2. Use a calm and clear voice.
3. Tell the person what you need help with. Be specific.
4. Listen carefully to what the person suggests.
5. Thank the person for their help.

Name: __________________________ Date Assigned: __________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

Practice Date: ______________ Location: _______________________

Briefly describe what took place:

How effective were you at using the skill during the outside practice? Please check one:

- Not at all effective
- A little effective
- Moderately effective
- Very effective
- Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking for Information

The steps are:

1. Use a calm and clear voice.
2. Ask the person for the information you need. Be specific.
3. Listen carefully to what the person says.
4. Repeat back what the person says so that you understand what has been said.

Name: ___________________________  Date Assigned: _______________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: ____________________________________________

My Plan (brief description of assignment):

Practice Date: _________________  Location: ____________________________

Briefly describe what took place:

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking for Privacy

The steps are:

1. Identify the person you need to talk to about getting privacy.
2. Choose the right time and place.
3. Explain to the person that you need some private time.
4. Tell the person of a time period when you will need privacy.

Name: ___________________________  Date Assigned: _____________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: _________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: _______________  Location: _____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking Questions About Health-Related Concerns

The steps are:

1. Choose a person to speak to, such as a case manager, a nurse, or a doctor.

2. Ask the person your question.

3. If you do not feel comfortable with the person’s answer or if you do not understand, ask more questions.

4. Thank the person for their help.

Name: ______________________  Date Assigned: __________________

Person Assisting with Outside Practice: ____________________________

Skill Being Practiced: ____________________________________________

My Plan (brief description of assignment):

________________________________________________________________

Practice Date: ______________  Location: _________________________

Briefly describe what took place:

________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking Questions About Medications

The steps are:

1. Choose a person to speak to, such as a case manager, a nurse, a doctor, or a family member.
2. Ask the person your question about medication. Be specific.
3. If you do not understand the person’s answer, ask more questions.
4. Thank the person for their help.

Name: ______________________ Date Assigned: ________________

Person Assisting with Outside Practice: ______________________________

Skill Being Practiced: ____________________________________________

My Plan (brief description of assignment):

_________________________________________________________________

Practice Date: ________________ Location: _________________________

Briefly describe what took place:

_________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Asking Someone for a Date

The steps are:

1. Choose an appropriate person to ask.
2. Suggest an activity to do together.
3. Listen to the person’s response and do one of the following:
   a. If the person responds positively to your suggestion, choose a day and time to get together. Be willing to compromise.
   b. If the person indicates that they are not interested in going out on a date, thank the person for being honest with you.

Name: __________________________   Date Assigned: ______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _____________________________________________

My Plan (brief description of assignment):


Practice Date: _________________   Location: __________________________

Briefly describe what took place:


How effective were you at using the skill during the outside practice? Please check one:

- Not at all effective
- A little effective
- Moderately effective
- Very effective
- Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Checking Out Your Beliefs

The steps are:

1. Choose a person you trust to talk to.
2. Tell the person what your belief is.
3. Ask the person what their opinion is.
4. Repeat back the opinion, and thank the person for their point of view.

Name: __________________________  Date Assigned: __________________________

Person Assisting with Outside Practice: __________________________

Skill Being Practiced: __________________________

My Plan (brief description of assignment):

Practice Date: ________________  Location: __________________________

Briefly describe what took place:

How effective were you at using the skill during the outside practice? Please check one:

〇 Not at all effective
〇 A little effective
〇 Moderately effective
〇 Very effective
〇 Highly effective
Complaining about Medication Side Effects

The steps are:

1. Choose a person to speak to, such as a staff member, a nurse, a doctor, or a family member.

2. Tell the person you are concerned that you may be experiencing side effects from your medication.

3. Describe the symptoms you are experiencing. Remember to be specific.

4. If you are speaking to a medical person, ask for advice about how to handle the symptoms. If you are speaking to a nonmedical person, ask for help in setting up a medical appointment.

Name: ___________________  Date Assigned: _______________

Person Assisting with Outside Practice: ______________________

Skill Being Practiced: _________________________________

My Plan (brief description of assignment):

__________________________________________________________________________________________

Practice Date: _______________  Location: _______________________

Briefly describe what took place:

________________________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Compromise and Negotiation

The steps are:

1. Explain your viewpoint briefly.
2. Listen to the other person’s viewpoint.
3. Repeat the other person’s viewpoint.
4. Suggest a compromise.

-----------------------------------------------

Name: ________________________ Date Assigned: _________________

Person Assisting with Outside Practice: ____________________________

Skill Being Practiced: __________________________________________

My Plan (brief description of assignment):

_____________________________________________________________________

Practice Date: _________________ Location: _________________________

Briefly describe what took place:

_____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Disagreeing with Another’s Opinion without Arguing

The steps are:

1. Briefly state your point of view.
2. Listen to the other person’s opinion without interrupting.
3. If you don’t agree with the other person’s opinion, simply say that it is OK to disagree.
4. End the conversation or move on to another topic.

Name: ____________________________ Date Assigned: ________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ________________ Location: _____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Eating and Drinking Politely

The steps are:

1. Take your time and check the temperature of the food or drink.
2. Take small bites or sips, and chew all food thoroughly.
3. Swallow what is in your mouth before speaking.
4. Use a napkin to wipe hands and mouth.

Name: _____________________  Date Assigned: _____________________

Person Assisting with Outside Practice: ______________________________

Skill Being Practiced: ______________________________

My Plan (brief description of assignment):


Practice Date: ________________  Location: __________________________

Briefly describe what took place:


How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Ending a Date

The steps are:

1. Thank the person for spending time with you.
2. If you enjoyed the date, tell the person that you would like to get together again.
3. Say “Good-bye.”

Name: ___________________________ Date Assigned: _______________________

Person Assisting with Outside Practice: ______________________________

Skill Being Practiced: ______________________________

My Plan (brief description of assignment):

[Blank space for plan]

Practice Date: _________________ Location: ______________________________

Briefly describe what took place:

[Blank space for description]

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Ending Conversations

The steps are:

1. Wait until the other person has finished speaking.
2. Use a nonverbal gesture such as glancing away or looking at your watch.
3. Make a closing comment such as “Well, I really must be going now.”
4. Say, “Good-bye.”

Name: ___________________________ Date Assigned: ______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: ______________ Location: ________________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Entering into an Ongoing Conversation

The steps are:

1. Wait for a break in the flow of the conversation.
2. Say something like “May I join you?”
3. Decide whether the people engaged in the conversation are OK with your joining in.
4. Say things related to the subject of the conversation.

Name: ______________________  Date Assigned: ______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ______________________________________________

My Plan (brief description of assignment):

___________________________________________________________________

Practice Date: ________________  Location: ____________________________

Briefly describe what took place:

___________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Expressing Affection

The steps are:

1. Choose a person whom you are fond of.
2. Pick a time and place where you can be with the person in private.
3. Express affection using a warm and caring voice tone and/or by offering a warm physical gesture.
4. Tell the person why you feel this way

Name: ___________________________ Date Assigned: ________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _________________ Location: ______________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Expressing Angry Feelings

The steps are:

1. Look at the person. Speak firmly and *calmly*.

2. Tell the person specifically what they did that made you angry. Be brief.

3. Tell the person about your angry feelings. Be brief.

4. Suggest how the person might prevent the situation from happening in the future.

Name: __________________________  DateAssigned: ________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

_________________________________________________________________

Practice Date: ________________  Location: ___________________________

Briefly describe what took place:

_________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Expressing Positive Feelings

The steps are:

1. Look at the person.

2. Tell the person exactly what it was that pleased you.

3. Tell the person how it made you feel.

Name: __________________________ Date Assigned: __________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ______________ Location: ________________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective

○ A little effective

○ Moderately effective

○ Very effective

○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Expressing Unpleasant Feelings

The steps are:
1. Look at the person. Speak calmly and firmly.
2. Say exactly what the other person did that upset you.
3. Tell the person how it made you feel.
4. Suggest how the person might prevent this from happening in the future.

Name: __________________________  Date Assigned: __________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _________________  Location: ________________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Finding Common Interests

The steps are:
1. Introduce yourself or greet the person you want to talk with.
2. Ask the person about what activities or hobbies they enjoy doing.
3. Tell the person about what activities or hobbies you enjoy doing.
4. Try to find a common interest.

Name: ___________________________ Date Assigned: ______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________________

My Plan (brief description of assignment):

______________________________________________________________

Practice Date: _________________ Location: _______________________

Briefly describe what took place:

______________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- Not at all effective
- A little effective
- Moderately effective
- Very effective
- Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Following Verbal Instructions

The steps are:

1. Listen carefully to the person giving instructions.

2. If you are confused about what was said, ask the person to repeat the instructions.

3. Repeat back the instructions to the person.

4. Ask more questions if you still do not understand.

Name: ___________________________ Date Assigned: __________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: ________________ Location: ___________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Getting Your Point Across

The steps are:

1. Decide on the main point you want to get across.
2. Speak in short sentences and stay on the topic.
3. Pause to let the other person speak or ask questions.
4. Answer any questions.

Name: ___________________________ Date Assigned: _______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: __________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _________________ Location: ________________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Giving Compliments

The steps are:
1. Look at the person.
2. Use a positive, sincere tone.
3. Be specific about what it is that you like.

Name: ___________________________  Date Assigned: ______________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: _________________________________

My Plan (brief description of assignment):

_____________________________________________________________________

Practice Date: ________________  Location: _____________________________

Briefly describe what took place:

_____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Interviewing for a Job

The steps are:

1. Make eye contact with the interviewer.
2. Shake the interviewer’s hand and introduce yourself. Remember to use a confident voice tone.
3. Tell the interviewer why you are interested in the job.
4. Answer any job-related questions the interviewer asks you.
5. Thank the interviewer for their time.

Name: __________________________  Date Assigned: __________________

Person Assisting with Outside Practice: __________________________

Skill Being Practiced: __________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ________________  Location: __________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
JOINING ONGOING CONVERSATIONS AT WORK

The steps are:

1. Wait for a break or a pause in the flow of the conversation.
2. Say something like “Mind if I join you?”
3. Say things related to the conversation topic.

Name: __________________________  Date Assigned: _________________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: _________________________________

My Plan (brief description of assignment):

__________________________

Practice Date: ________________  Location: ________________________________

Briefly describe what took place:

__________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
Leaving Stressful Situations

The steps are:

1. Determine whether the situation is stressful (i.e., tune in to your thoughts, feelings, and physical sensations).

2. Tell the other person that the situation is stressful and that you must leave.

3. If there is a conflict, tell the person that you will discuss it with them at another time.

4. Leave the situation.

Name: __________________________  Date Assigned: ________________

Person Assisting with Outside Practice: __________________________

Skill Being Practiced: __________________________

My Plan (brief description of assignment):

______________________________

Practice Date: ________________  Location: __________________________

Briefly describe what took place:

______________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Letting Someone Know That You Feel Unsafe

The steps are:

1. Choose a person you trust to speak to.
2. Tell that person what is making you feel unsafe. Try to be specific about your fears.
3. Ask the person for advice.

Name: __________________________ Date Assigned: __________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: _________________ Location: _________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Listening to Others

The steps are:

1. Look at the person.

2. Let the person know that you are listening by either nodding your head OR saying something like “Uh-huh” or “OK” or “I see.”

3. Repeat back what you heard the other person saying.

Name: ___________________________ Date Assigned: _________________

Person Assisting with Outside Practice: ______________________________

Skill Being Practiced: _____________________________________________

My Plan (brief description of assignment):

_________________________________________________________________

Practice Date: ________________ Location: __________________________

Briefly describe what took place:

_________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective

○ A little effective

○ Moderately effective

○ Very effective

○ Highly effective
Locating Your Missing Belongings

The steps are:

1. Ask yourself these questions:
   a. When did I have it last?
   b. Was there anyone around me at that time?

2. Take some time to look carefully for the item you cannot find.

3. If you still have not found the item, ask someone for help. Say something like “Have you seen my ______? I am looking for it.”

Name: __________________________ Date Assigned: __________________________

Person Assisting with Outside Practice: __________________________

Skill Being Practiced: __________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: ______________ Location: __________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Maintaining Conversations by Asking Questions

The steps are:

1. Greet the person.
2. Ask a question about something you would like to know about.
3. Judge whether the person is listening and is interested in pursuing the conversation.

Name: __________________________  Date Assigned: __________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ____________________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _________________  Location: ____________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Maintaining Conversations by Expressing Feelings

The steps are:

1. Greet the person.

2. Make a brief statement about how something makes you feel.

3. Judge whether the other person is listening and is interested in pursuing the conversation.

Name: ___________________________  Date Assigned: ___________________________

Person Assisting with Outside Practice: ___________________________

Skill Being Practiced: ___________________________

My Plan (brief description of assignment):

_________________________________________________________________________

Practice Date: _________________  Location: ___________________________

Briefly describe what took place:

_________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Maintaining Conversations by Giving Factual Information

The steps are:

1. Greet the person.
2. Share some information about a topic you would like to discuss.
3. Judge whether the other person is listening and is interested in pursuing the conversation.

Name: ____________________ Date Assigned: ________________

Person Assisting with Outside Practice: _________________________

Skill Being Practiced: _______________________________________

My Plan (brief description of assignment):

________________________________________________________________

Practice Date: ________________ Location: _______________________

Briefly describe what took place:

________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
Making a Doctor’s Appointment on the Phone

The steps are:

1. Identify yourself or give your name.

2. Tell the person that you would like to make an appointment to see the doctor.

3. Listen to the person’s response. Be ready to provide any information that the person may ask for.

4. Repeat back the time and date of the appointment given to you and then thank the person for their help.

Name: __________________________  Date Assigned: _________________

Person Assisting with Outside Practice: ____________________________

Skill Being Practiced: ____________________________________________

My Plan (brief description of assignment):

________________________________________________________________

Practice Date: ________________  Location: _________________________

Briefly describe what took place:

________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
Making Apologies

The steps are:

1. Look at the person.
2. State the apology: “I’m sorry for ________.”
3. If realistic, assure the person that it won’t happen in the future.

Name: ___________________________ Date Assigned: ________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

__________________________________________________________________

Practice Date: _________________ Location: ____________________________

Briefly describe what took place:

__________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Making Complaints

The steps are:

1. Look at the person. Speak firmly and calmly.
2. State your complaint. Be specific about what the situation is.
3. Tell the person how the problem might be solved.

Name: __________________________ Date Assigned: __________________________

Person Assisting with Outside Practice: __________________________

Skill Being Practiced: __________________________

My Plan (brief description of assignment):


Practice Date: ______________ Location: __________________________

Briefly describe what took place:


How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Making Requests

The steps are:

1. Look at the person.
2. Say exactly what you would like the person to do.
3. Tell the person how it would make you feel.

   In making your request, use phrases like:
   “I would like you to ___”
   “I would really appreciate it if you would do ____”
   “It’s very important to me that you help me with ____”

Name: ___________________________  Date Assigned: ________________

Person Assisting with Outside Practice: ____________________________

Skill Being Practiced: ____________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _______________  Location: ____________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
 Offered an Alternative to Using Drugs and Alcohol

The steps are:

1. Look at the person. Make eye contact.
2. Use a firm voice and tell the person that you don’t want to use drugs or alcohol.
3. Give the person a reason why you do not want to use.
4. Suggest another activity. If the person has drugs or alcohol with them, leave the situation.

Name: ___________________________ Date Assigned: __________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ___________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: _________________ Location: ___________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Refusing Pressure to Engage in High-Risk Sexual Behavior

The steps are:

1. Tell your partner that you will not engage in the high-risk sexual activity.
2. Explain your reason for refusing to do so.
3. If you still want to engage in sex, suggest a different sexual activity that is safer.
4. If the person continues to pressure you, tell them that you need to leave.

Name: ________________________ Date Assigned: ________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ________________ Location: ______________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Refusing Requests

The steps are:

1. Look at the person. Speak firmly and calmly.

2. Tell the person you cannot do what the person asked. Use a phrase such as “I’m sorry but I cannot ____.”

3. Give a reason if it seems necessary.

__________________________

Name: ______________________ Date Assigned: _________________

Person Assisting with Outside Practice: ___________________________

Skill Being Practiced: ____________________________

My Plan (brief description of assignment):

_________________________________________________________________

Practice Date: ________________ Location: _______________________

Briefly describe what took place:

_________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective  ○ A little effective
○ Moderately effective ○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Refusing Unwanted Sexual Advances

The steps are:

1. Using a firm voice, tell the person that you are not interested in having sex.
2. Depending on your relationship with that person, explain why you feel that way.
3. If the person does not listen and continues to pressure you, leave the situation.

Name: __________________________  Date Assigned: ______________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ________________  Location: ____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
Reminding Someone Not to Spread Germs

The steps are:

1. Look at the person.

2. Tell the person how they are spreading germs: *Be specific*.

3. Suggest what the person can do differently.

4. Thank the person if they follow your suggestion. If your suggestion is not followed, tell someone in charge.

Name: __________________________  Date Assigned: ______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

Practice Date: ________________  Location: __________________________

Briefly describe what took place:

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Reporting Pain and Other Physical Symptoms

The steps are:

1. Choose an appropriate person to speak to.
2. Tell the person that you are not feeling well.
3. Describe the symptoms (e.g., pain, dizziness) to that person.
4. Listen to that person's response and ask for help if you need it.

Name: ___________________________  Date Assigned: _______________________

Person Assisting with Outside Practice: ____________________________

Skill Being Practiced: ____________________________

My Plan (brief description of assignment):

__________________________________________________________________________

Practice Date: _________________  Location: ____________________________

Briefly describe what took place:

__________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
Requesting a Change in Your Medication Dosage

The steps are:

1. Choose an appropriate person to speak to (e.g., a nurse or doctor).
2. Explain why you want a change in your medication dosage.
3. Discuss the advantages and disadvantages of changing your medication dosage.
4. Ask questions if you do not understand what is being said.
5. If you disagree with the advice, suggest a compromise.

Name: ______________________      Date Assigned: ______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):
________________________________________________________________________
________________________________________________________________________

Practice Date: ________________      Location: ________________________________

Briefly describe what took place:
________________________________________________________________________
________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
Requesting That a Family Member or Friend Stop Asking You to Use Drugs and Alcohol

The steps are:

1. Look at the person. Make eye contact.
2. Use a firm voice and tell the person that you don’t want to use drugs or alcohol.
3. Give the person a reason why you do not want to use.
4. Request that the person not ask you to use drugs or alcohol.

Name: ___________________________  Date Assigned: _______________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: __________       Location: ________________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
Requesting That Your Partner Use a Condom

The steps are:

1. Choose a time and place where you and your partner can talk in private.
2. Tell your partner that you would like them to wear a condom.
3. Explain your reasons for making the request.
4. If your partner refuses, tell your partner that you will not engage in any sexual activity with them until protection is used.

__________________________________________________________________________

Name: __________________________________ Date Assigned: ________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

__________________________________________________________________________

Practice Date: ________________ Location: ____________________________

Briefly describe what took place:

__________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
○ Moderately effective
○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Responding to a Stranger or a Drug Dealer

The steps are:

1. Decide whether to make eye contact.
2. Tell the person that you don’t want to use drugs or alcohol. Be brief.
3. *If appropriate*, give the person a reason why you do not want to use.
4. Leave the situation.

Name: __________________________  Date Assigned: __________________

Person Assisting with Outside Practice: __________________________

Skill Being Practiced: ________________________________________

My Plan (brief description of assignment):

____________________________________________________________

Practice Date: ________________  Location: _______________________

Briefly describe what took place:

____________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
Responding to Complaints

The steps are:

1. Look at the person and remain calm.
2. Listen to the complaint, keeping an open mind.
3. Repeat back what the person said.
4. Accept responsibility and apologize if necessary.

Name: ___________________________ Date Assigned: _________________

Person Assisting with Outside Practice: ______________________________

Skill Being Practiced: ____________________________________________

My Plan (brief description of assignment):

_________________________________________________________________

Practice Date: _________________ Location: ____________________________

Briefly describe what took place:

_________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- Not at all effective
- A little effective
- Moderately effective
- Very effective
- Highly effective
Responding to Criticism from a Supervisor

The steps are:

1. Without interrupting or getting angry, listen carefully to what is being said to you.

2. Repeat back what your supervisor said.

3. Ask your supervisor what you can do to improve the situation.

4. If you do not understand what was said, continue to ask questions until it becomes clear.

Name: ___________________________ Date Assigned: _________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: _________________________________________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: _________________ Location: ________________________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Responding to Untrue Accusations

The steps are:

1. Using a *calm* voice, simply deny the accusation.

2. If the other person continues to accuse you, ask the person to stop.

3. If the person does not stop accusing you, tell them that you are going to ask a staff member to assist with the situation.

4. Walk away and get assistance if necessary.

Name: ___________________________  Date Assigned: ________________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

__________________________________________________________________________

Practice Date: _______________  Location: ________________________________

Briefly describe what took place:

__________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
Responding to Unwanted Advice

The steps are:

1. Politely acknowledge the advice given.
2. Express appreciation for the person’s concern.
3. Tell the person that you will think about it, and then change the subject.
4. If the person persists, let the person know that you are not interested in the advice.

Name: ____________________________  Date Assigned: ____________________________

Person Assisting with Outside Practice: ____________________________

Skill Being Practiced: ____________________________

My Plan (brief description of assignment):

Practice Date: ________________  Location: ____________________________

Briefly describe what took place:

________________________________________________________________________

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

☐ Not at all effective
☐ A little effective
☐ Moderately effective
☐ Very effective
☐ Highly effective
Solving Problems

The steps are:
1. Define the problem.
2. Use brainstorming to generate a list of possible solutions.
3. Identify the advantages and disadvantages of each solution.
4. Select the best solution or combination of solutions.
5. Plan how to carry out the best solution.
6. Follow up the plan at a later time.

Name: ___________________________  Date Assigned: ____________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: ____________________  Location: __________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
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○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Starting a Conversation with a New or Unfamiliar Person

The steps are:

1. Choose the right time and place.

2. If you do not know the person, introduce yourself. If you know the person, say “Hi.”

3. Choose a topic that you would like to talk about OR ask a question.

4. Judge whether the other person is listening and wants to talk.

Name: ______________________  Date Assigned: ______________________

Person Assisting with Outside Practice: ______________________

Skill Being Practiced: ______________________

My Plan (brief description of assignment):

________________________________________________________________________

Practice Date: ________________  Location: ______________________

Briefly describe what took place:

________________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

○ Not at all effective
○ A little effective
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○ Very effective
○ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

Staying on the Topic Set by Another Person

The steps are:
1. Decide what the topic is by listening to the person who is speaking.
2. If you do not understand what the topic is after listening, ask the person.
3. Say things related to the topic.

Name: ____________________________  Date Assigned: _____________________

Person Assisting with Outside Practice: ________________________________

Skill Being Practiced: ________________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: _________________  Location: ____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

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☐ Very effective
☐ Highly effective
SOCIAL SKILLS OUTSIDE PRACTICE RECORD

What to Do If You Think Somebody Has Something of Yours

The steps are:

1. Using a calm voice, ask the person if they have the item. *Do not accuse the person.*
2. Listen to the person’s answer.
3. If you are not satisfied with their answer, ask a staff person or someone you trust for help.

Name: ___________________________  Date Assigned: __________________

Person Assisting with Outside Practice: _________________________________

Skill Being Practiced: _______________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: _________________  Location: ____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
What to Do When Someone Goes Off the Topic

The steps are:

1. Say something like “That’s interesting; can we talk about that after we finish this discussion?”

2. If the person has forgotten what the topic is, politely remind them.

3. Judge whether the other person is still interested in the original topic.

4. If the other person is interested, continue the discussion. If they are not interested, politely end the conversation or talk about something new.

Name: ___________________________  Date Assigned: _________________________

Person Assisting with Outside Practice: ______________________________

Skill Being Practiced: __________________________________________

My Plan (brief description of assignment):

____________________________________________________________________

Practice Date: _______________  Location: ____________________________

Briefly describe what took place:

____________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective
What to Do When You Do Not Understand What a Person is Saying

The steps are:

1. Tell the person that you are confused or that you did not understand what was said.
2. Ask the person to repeat or explain what was just said.
3. Ask further questions if you still do not understand.

Name: ___________________ Date Assigned: ________________

Person Assisting with Outside Practice: _______________________

Skill Being Practiced: ____________________________

My Plan (brief description of assignment):

_________________________________________________________________

Practice Date: ___________ Location: ___________________________

Briefly describe what took place:

_________________________________________________________________

How effective were you at using the skill during the outside practice? Please check one:

- [ ] Not at all effective
- [ ] A little effective
- [ ] Moderately effective
- [ ] Very effective
- [ ] Highly effective