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