

Social Skills

SUPPLEMENTAL SKILLS:

Provider created, not in Bellack et al, 2004

Accepting Apologies

Calling Friends and Family

Dealing with a Difficult Boss

Maintaining a Conversation

Handling Nosy Questions

Social Skills

Accepting Apologies

Step 1. Look at the person and listen to their apology.

Step 2. Thank the person for their apology.

Step 3. If appropriate, tell the person how their apology makes you feel.

Social Skills

Calling Family and Friends

- Step 1.** Choose a person to call.
- Step 2.** Greet the person warmly.
- Step 3.** Maintain the conversation by
 - a. Asking questions *and*
 - b. Talking about yourself
- Step 4.** End the conversation

Social Skills

Dealing with a difficult boss

- Step 1.** Make eye contact.
- Step 2.** Stay calm.
- Step 3.** Focus on the issue.
- Step 4.** Ask for specifics.

Social Skills

Maintaining a Conversation

Step 1. Greet the person.

Step 2. Maintain the conversation by:

- a. Making a brief statement about how something makes you feel *or*
- b. Asking a general question *or*
- c. Giving information

Step 3. Judge if the person is listening and is interested in continuing the conversation.

Social Skills

Handling Nosy Questions

- Step 1.** Look at the person.
- Step 2.** Give a vague response to the question.
- Step 3.** If the person persists, tell them something like: “That’s personal” or “I’d rather not discuss it.”
- Step 4.** Change topics or end the conversation.