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.