

## Take a Close Look at Social Skills: A Social Skills Checklist

Feedback from employers indicates that the number one difficulty in the workplace for many people is the lack of appropriate social skills with fellow employees and supervisors.

**Please put an X next to all the areas in which you may need help:**

Do you know how to start a conversation with:

\_\_\_\_\_ People who come to your home?

\_\_\_\_\_ People you meet at a party?

\_\_\_\_\_ People at school/work?

\_\_\_\_\_ Do you know how to act interested in the conversation of another person?

\_\_\_\_\_ Do you hold your head up and look at the person when carrying on a conversation?

\_\_\_\_\_ Do you make your needs known in an appropriate way?

\_\_\_\_\_ Do you answer questions that are asked of you?

\_\_\_\_\_ Do you wait your turn to speak?

\_\_\_\_\_ Do you accept compliments from others?

\_\_\_\_\_ Do you accept criticism from others?

\_\_\_\_\_ Do you know what topics are appropriate for public conversation?

\_\_\_\_\_ Are you careful not to embarrass other people?

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# A Social Skills Checklist

(continued)

Please put an **X** next to all the areas in which you may need help:

- Do your parent(s)/friends/teachers say you talk too much?
- Do you really listen to what other people are saying?
- Do you know when it's better to keep quiet?
- Do you get angry easily and say things that you are sorry for later?
- Do you have trouble understanding jokes?
- Do you often get into trouble in new places or in new situations?
- Do you try to find out ahead of time what you need to know about new social situations?
- Do you arrive to places on time?
- Are you always rushing to catch up?
- Do you forget appointments?
- Do you have trouble meeting school or work deadlines?
- Do you brush your teeth daily?
- Do you take a bath or shower daily?
- Do you put on clean clothes daily?
- Are your clothes appropriate for the setting?
- Do you use appropriate table manners?
  - Use your napkin?
  - Say please and thank you?
  - Talk with your mouth full?
- Do you often blame other people when things don't go well in your life?
- Do you know that taking care of your physical and mental health makes interactions with other people easier? (example: using a tissue when you have a runny nose or covering your mouth when you cough)
- Do you know that the better you feel about yourself, the better you will present yourself to others?
- Do you know that you can send and receive messages without using words?  
(This kind of language is called *non-verbal communication*.)