

Social Skills

The following information is excerpted from the Boys Town book Common Sense Parenting by Ray Burke, Ph.D., Ron Herron and Bridget Barnes

Social skills are sets of specific behaviors linked together in a certain order. When social skills are used correctly and at the right time, they help us get along with other people and make appropriate decisions in social situations. Think a minute about what you do when you meet someone for the first time. You probably stand up straight, look at the person, smile, give a firm handshake, and say your name and something like "It's nice to meet you." That's an example of how specific behaviors are strung together to make up the social skill of introducing yourself. We use social skills every day – greeting co-workers, asking a clerk for help, telephoning a friend, talking to a salesperson about a product, giving someone a compliment. The list goes on and on. Using these skills appropriately greatly influences how other people treat us and how we get along in the world. If we have learned a wide variety of social skills, we can effectively handle more situations and get along better with more people.

16 Basic Social Skills

1. Following Instructions
2. Accepting Criticism
3. Accepting "No" for an Answer
4. Staying Calm
5. Disagreeing with Others
6. Asking for Help
7. Asking Permission
8. Getting Along with Others
9. Apologizing
10. Having a Conversation
11. Giving Compliments
12. Accepting Compliments
13. Listening to Others
14. Being Honest
15. Showing Sensitivity to Others
16. Introducing Yourself