

The 16 essential behaviors are tools for every student that increases the chance that they will be successful in school and life. Using and practicing these skill increases the likelihood that adults and all individuals will treat a student fairly and honestly. These 16 skills have been identified as the skills most commonly used in interactions in school, home, work and life. They give the greatest opportunity for students to earn or receive what they want in the future. Students who make a genuine effort practice these skills are less likely to have volatile interactions with other students or staff members. These skills promote positive adult interactions and are skills every person needs to function in society.

16 Essential Social Skill

How to follow instructions

1. Look at the person
2. Say "OK."
3. Do the task immediately.
4. Check back

How to get the Teacher's attention

1. Look at the person
2. Raise your hand
3. Wait for acknowledgment
4. After acknowledgment, ask question in quiet voice tone

How to make a request

1. Look at the person
2. Use a pleasant voice tone
3. State request specifically
4. Say "please"
5. Say "thank you" after request is granted or reason given for not being granted.

How to accept "NO" for an answer

1. Look at the person
2. Say "OK."
3. No arguing, whining or pouting
4. If you don't understand why, calmly ask for reason/explanation
5. If you still disagree or have a complaint, bring it up later.

How to introduce yourself

1. Look at the person
2. Smile
3. Use a pleasant voice tone
4. State your own name

5. Shake the person's hand
6. When departing say, "It was nice to meet you."

How to greet someone

1. Look at the person
2. Smile
3. Use a pleasant voice tone
4. Make a verbal greeting

How to apologize

1. Look at the person
2. Use a pleasant voice tone
3. Make a specific statement of remorse
4. State a plan for future appropriate behavior
5. Ask the person to accept the apology

How to accept criticism or a consequence

1. Look at the person
2. Say "OK."
3. No arguing.
4. If you disagree, bring it up later.

How to give a compliment

1. Look at the person
2. Smile
3. Use a pleasant voice tone
4. Make a positive praise statement

How to disagree

1. Look at the person
2. Use a pleasant voice tone
3. Make an empathy/concern statement
4. State disagreement specifically
5. Give a reason or rationale
6. Say "thank you."

How to accept a compliment

1. Look at the person
2. Smile
3. Use a pleasant voice tone
4. Say "thank you."
5. Do not disagree with the compliment.

How to give negative feedback

1. Look at the person
2. Use a calm voice tone

3. Make a positive statement or empathy
4. State the problem specifically
5. Give a rationale why it is a problem
6. Offer a solution
7. Thank the person for listening

How to engage in a conversation

1. Look at the person
2. Use a pleasant voice tone
3. Ask the person question
4. Don't interrupt
5. Follow up their answers with a comment without changing the subject.

How to report peer behavior

1. Look at the person
2. Use a calm voice tone
3. Request to speak to the adult privately
4. Give a specific description of the peer's behavior
5. Give a rationale for the report
6. Suggest a possible solution
7. Thank the adult for listening

How to resist peer pressure

1. Look at the person
2. Use a calm voice tone
3. Thank them for including you
4. Explain that you do not want to participate
5. Offer an alternative activity
6. Continue to refuse if necessary (always leave yourself an out.)

How to volunteer

1. Look at the person
2. Use a pleasant voice tone
3. Ask the person if you can help
4. State what specifically what you are volunteering to do
5. Give a rationale or benefit in letting you help