Social Skills Curriculum

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and
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Please feel free to contact us for additional information or to preview these materials before purchasing.

Rubrics for Transition I: A Guide for Managing the Transition from School to the Real World, by John D. Wessels, Ph.D., Published by 10 Sigma, 100 Memorial View Court, #200, P.O. Box 846, Mankato, MN 56002-0846, www.tensigma.org

Objective: Students will demonstrate skills required to be successful on the job.

Time: Curricular activities corresponding to each unit will be completed at a rate of approximately one week per chapter. Rubrics will be used to monitor student demonstration/mastery of behaviors.

Workplace Skills and Attitudes

1. Being Trustworthy, Honest and Ethical
2. Showing Respect for Self, Others, and Authority
3. Being in Control of Emotions
4. Showing a Desire to Work
5. Being Open to Learning and Technology
6. Being Organized
7. Being Thorough
8. Making Effective Decisions
9. Solving Problems Effectively
10. Learning from Experiences

Additional Units include: Responsibility, Interacting with Others, Planning for Success and Computer and Internet Skills.

Social Skills On The Job – A Transition to the Workplace’97, published by AGS, Circle Pines, MN 55014-1796, 1-800-328-2560. Includes: videos and software

Time Frame: 1 Teacher led session of each lesson and one session of independent work/practice. Approximately 45 days, or 1 quarter

Contents:

Video 1-The Interview Process
1. Wearing Appropriate Clothes
2. Using Good Personal Hygiene
3. Getting to the Interview on Time
4. Greeting Authority Figures

Video 2-Responsibilities and Behavior on the Job
5. Wearing Appropriate Clothes
6. Using Good Personal Hygiene
7. Calling in When Sick
8. Getting to Work on Time
9. Using Appropriate Breaktime Behavior
10. Doing One’s Share of the Work
11. Maintaining the Work Schedule

Video 3-Communication Skills on the Job
12. Admitting Mistakes
13. Responding to Introductions
14. Knowing When to Ask for Help
15. Knowing Who to Ask for Help
16. Dealing With Heckling From a Co-worker
17. Dealing With Criticism From an Employer
18. Greeting Authority Figures
19. Review Lesson
Job-Related Social Skills, A curriculum for Adolescents with Special Needs published by Exceptional Innovations, P.O. Box 3853, Reston, VA 20195 Copyright 1991.

Behavioral assessments. Not just a paper curriculum!!! This comprehensive curriculum manual provides you with step-by-step instructional procedures and activities for training social skills needed for all jobs. Each of the 20 units contains a sample instructional script, classroom activities, role play scenarios, overheads, student assessments, and student handouts. Monitoring forms and master class charts are also included in the 350-page manual. The curriculum was successfully field tested with students in general career education and vocational programs, as well as with students with disabilities.

SECTION ONE: INSTRUCTIONAL GUIDE

Chapter 1: Overview, 1
Socialization Training for Employment Preparation, 1
Why teach job-related social skills, 1
Program purpose and components, 1
How to Teach Job-Related Social Skills, 3
Instructional procedures, 4
Direct instruction, 4
Active participation, 5
Verbal rehearsal, 5
Visualization, 6
Modeling, 6
Role playing, 6
Simulation activities, 7
Performance feedback, 7
Reinforcement, 8
Mastery learning, 8
Self-management, 9
Monitoring the workplace, 9
Materials for instruction, 9
Scripted lessons, 9
Master class charts, 10
Student cue cards, 10
Simulation activities, 11
Videotape activities, 11
Group facilitation, 12
Selecting the group leader, 12
Selecting the students, 13
Setting up the group, 14
Preparing the group meetings, 15
Leading the group, 15
Putting it all together, 16
Chapter 2: Self-Management Strategies, 18
Self-Instruction, 18
Self-Questioning, 19
Self-Monitoring, 20
Self-Reinforcement, 21
Conclusion, 21
Chapter 3: Job-Related Social Skills Evaluation, 22
Job-Related Social Skills Assessment, 23
Job-Related Social Skills Surveys, 24
Videotape Evaluations, 26
Chapter 4: Monitoring Students on the Job, 42
Monitoring in the Workplace, 42
References, 49
SECTION TWO: JOB-RELATED SOCIAL SKILLS

Skill 1 Ordering job responsibilities, 50
Skill 2 Understanding directions, 70
Skill 3 Making introductions, 88
Skill 4 Asking questions, 103
Skill 5 Asking permission, 118
Skill 6 Asking for help, 134
Skill 7 Accepting help, 149
Skill 8 Offering help, 165
Skill 9 Requesting information, 181
Skill 10 Taking messages, 196
Skill 11 Engaging in a conversation, 212
Skill 12 Giving directions, 227
Skill 13 Responding to compliments, 243
Skill 14 Giving compliments, 259
Skill 15 Convincing others, 275
Skill 16 Apologizing, 291
Skill 17 Accepting criticism, 307
Skill 18 Responding to a complaint, 323
Lesson 19 Student Job Reports and Job Support Groups, 340
Lesson 20 Networking and Problem Solving, 345

Attitudes on the Job-Published by Ed Design '96
Time Frame: 2 days per chapter, approximately 3 weeks

Contents:
1. Being Honest
2. Attendance
3. Willingness to Work
4. Accepting Orders
5. Getting Along With Others
6. Following Directions
7. Treating Customers Well
8. Job Related Skills

Includes: video and workbook.
Time Frame: 1 Chapter every two days, approximately 3 weeks

Contents:
1. Getting to Work
2. Handling Your Workday
3. Being on Time
4. Learning to Be on Time
5. Be Neat and Clean
6. Proper Dress For the Job
7. Learn to Do the Job
8. Do Your Job
9. Getting Along with your Boss
10. How to Communicate with Your Boss
11. Getting Along with Other Workers
12. Working With All Types of People
13. Getting Along with Customers
Walch Real Life Series—Published by Walsh, www.walch.com Heavy on soft skills, may be too ambiguous for some students.

Time Frame
Contents:
Building Confidence and Self-Esteem
Developing Interpersonal Skills
Solving Problems and Making Decisions

150 Ways to Keep Your Job—by Nancy Lobb. Published by Walsh www.walch.com Low skill level.

Time Frame: 1 chapter per day, approximately 4 weeks

Contents:
1. 1st Day
2. Looking Right
3. Dressing Right
4. Getting Along with the Boss
5. Getting Along with Coworkers
6. Friends At Work
7. Doing Your Best Work
8. Communication Skills: Speaking, Listening, Using the Telephone at Work
9. Dealing With Customers
10. Problems At Work
11. Discrimination
12. Sexual Harassment
13. Romance in the Office
14. The Office Party
15. Crime in the Workplace
16. Quitting Your Job
17. Getting Fired or Laid Off
18. Getting Promotions and Raises

The Self-Advocacy Strategy—For enhancing student motivation & self determination. An education & transition planning process by Anthony K. Van Reusen, Candace S. Box, Jean B. Schumaker, Donald D. Deshler, Edge Enterprises, Inc. copyright 1994, Revised 2002. P.O. Box 1304, Lawrence, Kansas 66044

Stage 1: Orient and Make Commitments
Stage 2: Describe
Stage 3A: Model and Prepare for Education Planning Conferences
Stage 3B: Model and Prepare for Transition Planning Conferences
Stage 4: Verbal Practice
Stage 5: Group Practice and Feedback
Stage 6: Individual Practice and Feedback
Stage 7: Generalization
Part I: Preparing for and Conducting the Planning Conference
Part II: Preparing for Other Uses of the Strategy
Part III: Preparing for Subsequent Conferences

Coaching to Change Lives
Changing Lives Character Curriculum
Choices Magazine—surveys and questionnaires
Social Skills Activities for Secondary Students with Special Needs by Darlene Mannix
SCORE Skills: Social Skills for Cooperative Groups by D. Sue Vernon

Check with Laurie Rogers at HVED, also.