Work-Related Social Skills

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Work Related Social Skills

- When young adults exit school, society expects adult behavior – including independent living and work
- Social rules are defined by the group
- Environmental settings determine appropriateness of behavior
Social Skills

- Incidental learning
- Intentional teaching
- Whys
Opportunities for:

– Making money
– Adult roles (social role valorization)
– Community integration
– Developing friendships
– Feeling of contribution
– Sense of meaning
The #1 reason for job loss for people with disabilities is not task-related competency, but inappropriate work-related social skills.

Literature is replete with evidence

Literature search to organize and categorize WHICH work-related social skills are cited in the literature
Work-Related Social Skills

I HAVE PEOPLE SKILLS!!
I AM GOOD AT DEALING WITH PEOPLE!!!
CAN'T YOU UNDERSTAND THAT?!?
WHAT THE HELL IS WRONG WITH YOU PEOPLE?!!!
Social Skills Cited

- Dependability
- Honesty
- Supervisor relations
- Co-worker relations
- Organization and initiative
- Adaptability
- Attitude, and
- Self-Esteem
Dependability/Reliability

YOU'RE ACTUALLY DEPENDABLE

GOOD JOB

I WAS TOLD THERE WOULD BE RELIABILITY
Dependability

- Dependability
  - Not just to be there, but to do what’s assigned
  - Not just arrive when scheduled, but be ready to work
  - Asking for time off – appts.
Honesty

HONESTY  ETHICS  RESPECT  INTEGRITY

DOING WORK AT WORK?

AIN'T NOBODY GOT TIME FOR THAT
Honesty

- Stealing time
- Completing work, 
  Good quality work. 
  Not sliding by.
- Taking equipment, 
  supplies, or products
Honesty

- Blaming others, making excuses
- Pretending not to see something – or someone else will do it
Supervisor Relations
Supervisor Relations

- Supervisor’s job is to correct, not just being “mean”
- Following instructions – safety, efficiency
- Amount of praise is less on worksite than in school
Work Conversations

Topics to keep to ourselves:
- bathroom, hygiene,
- thoughts that could hurt someone’s feelings,
- private thoughts
Remember:

We don’t have to tell everything to everyone

TMI = Too much information
Co-worker Relations

when there's a deep rage burning inside of you but you gotta act nice because you at work.

I HAVE PEOPLE SKILLS
SO I TELL EVERYONE OVER SOCIAL MEDIA WHY THEIR OPINION IS WRONG
Co-worker Relations

- Calling in sick, being late = more work for co-workers
- Chain of command
- Excessive talking
- Excessive breaks
- Acting professional
- Socializing vs working
- Gossip
Don’t be a Space Invader

* Give people personal space in what you say and how close you stand to them
Don’t be a Conversation Hog

- One-way conversations
- Repetitive themes, own personal interests
- Interrupting
Organization and Initiative

THIS IS BILL
BILL TAKES THE INITIATIVE AND WORKS INDEPENDENTLY WITH LITTLE SUPERVISION.
BILL UNDERSTANDS THAT I HAVE BETTER THINGS TO DO THAN RE-TRAIN HIM EVERY DAY.
BE LIKE BILL.
Organization

- Keep things in the same place
- Break big tasks down
- Complete one task before starting another
- Motion economy
- Write things down you need to do
Initiative

- Shouldn’t always have to be asked to do tasks
- If unsure what to do – ask, don’t wait around
- Don’t give up easily, keep trying
Adaptability
Adaptability

- Change always occurs
- Changes are not made to “throw you off”
- Doing things the “old way” doesn’t build good relations
- Change doesn’t = negative
- Plan for the unexpected – Be flexible
It is not the strongest or the most intelligent who will survive but those who can best manage change.

~ Charles Darwin
Attitude

You have a negative attitude? How has that improved your life?
Attitude

- Gossip, complaining = poison at work
- Avoid negative people at work
- Give your all
- Be positive, optimistic
- Be an actor, act enthusiastic
- Work is not a punishment
FRIENDS WHO GOSSIP ABOUT OTHERS TO YOU ARE GOSSIPING ABOUT YOU TO THEM
Self-Esteem
Self-Confidence

SELF CONFIDENCE
IS TO FIND TRUST IN YOURSELF

BELIEVE IN YOURSELF & BE CONFIDENT
Self-Esteem/Self-Confidence

- Need to reward oneself
- Take pride in good quality work
- All jobs are valuable
- Be fair with others
- No one starts at the top
- Become part of the organization
Self-Esteem
Self-Confidence

- Personal goals for improvement
- Think about things you do well
- Accept compliments
- Remember the big picture: work = independence and contribution

KEEP CALM AND Keep up the good work
Let’s Help Them Succeed
Key Points

- Teach intentionally
- Be the one people can depend on
- Be honest
- Respect yourself, respect others
- Take initiative
- Adapt to change
Key Points

- Don’t blame others
- Don’t be a space invader
- Don’t be a conversation hog
- Have a positive attitude
- Have pride in your work