

# Mathers Clinic

## Novotni Social Skills Checklist—Observer Version

Name Of Rater: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name Of Person Rated: \_\_\_\_\_

**TRAITS:** How many of the following traits of highly likeable people are descriptive of the person being rated? Circle all that apply. Put a check by the ones you would like to see him/her work on.

- sincere     honest     understanding     loyal     responsible     responsible  
 truthful     trustworthy     intelligent     warm     unselfish     unselfish  
 thoughtful     considerate     reliable     kind     humorous     humorous

I. BASIC MANNERS: The ability to do the following social interactions.		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Use mannerly words like please, thank you, and you're welcome
		Express appreciation
		Receive compliments without discounting
		Give compliments regularly to others
		Apologizes
		Accepts the apology of others
		Introduces himself/herself
		Introduces others
		Uses appropriate greetings
		Uses appropriate ending comments
		Phone manners
		Mealtime behaviors (follows lead of host/hostess, chews with mouth closed, not open)
		Asks to have items passed, uses napkins, elbows off the table, asks to be excused
		Making others feel comfortable in their home—hosting
		Offers to help others

II. VERBAL COMMUNICATION SKILLS: In conversation with others the ability to:		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Joins a conversation without disruption
		Checks—repeats what they heard and asks if they heard it right
		Identifies and reflects content of conversation—tracking
		Identifies and reflects feelings of others
		Reflects content + feelings in conversations
		Uses minimal encouragers to let others know they are following the conversation
		Uses open questions to keep conversations going
		Asks for help when needed or desired
III. NONVERBAL COMMUNICATION SKILLS: Looking attentive when listening. When talking with others do you:		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Keeps an open posture
		Faces the person
		Leans forward
		Maintains appropriate eye contact
		Looks relaxed



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IV. COMMUNICATION ROADBLOCKS		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Misses pieces of information—"blinks"
		Uses closed or naked questions
		Voice too loud or too soft
		Speaks too quickly
		Interrupts others
		Too quiet—rarely speaking in conversations
		Talks excessively
		Orders or boss others
		Criticizes—judges or evaluate others
		Minimizes or not be considerate
V. ORGANIZATIONAL SKILLS—TRUSTWORTHY		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Difficulty with deadlines
		Difficulty being on time for meetings and appointments
		Difficulty remembering special occasions
		Too organized, rigid
		Difficulty managing money, bills, bank accounts, etc.
		Difficulty organizing their stuff
		Do what they agree to do
		Finishes projects
VI. SELF CONTROL		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Takes turns/waits
		Ability to handle
		Effectively manages conflict, negotiates, and compromises
		Effectively manages anger
		Refrains from aggressive behavior

VI. SELF CONTROL		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Assertiveness
		Impulsive spending
		Impulsive decision-making
		Filters thoughts avoiding impulsive words—blurting out things that hurt people
		Inappropriate touching of others
		Difficulty relaxing
		Excessive physical activity (trouble staying seated, fidgets, feeling restless)
VII. KNOWLEDGE		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Understands attribution theory's role in social relationships
		Understands the importance of social exchange theory—give and take in relationships
		Understands the subtle cues that they give others with their body language
		Ability to pick up the subtext—socially perceptive
		Understands context
VIII. RELATIONSHIPS		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Sensitive to the needs of others
		Patient
		Creative

Please continue to the following page.



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IX. RELATIONSHIPS		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Fun to be with
		Flexible—able to go with the flow
		Respects boundaries of others
		Treats others with respect
		Tolerance to differences of others
		Initiates invitations to others
		Difficulty with intimacy
		Has at least three close friends

IX. SELF CARE		
Not A Problem	Needs Improvement	SKILLS: Use the following checklist to identify strengths as well as areas to work on that you have observed. Leave blank if not observed.
		Ability to nurture themselves
		Appearance—clean, neat, and appropriate for situations
		Ability to identify and express their feelings
		Self-esteem
		Participates in support groups
		Sense of humor
		Positive outlook—hope

**SKILL AREAS TO WORK ON: Check the box to the left of each skill area that you think is important for this person to work on.**

Not A Problem	Needs Improvement	
		Basic Manners Comments:
		Verbal Communication Skills Comments:
		Nonverbal Communication Skills Comments:
		Communication Roadblocks Comments:
		Organizational Skills Comments:
		Self-Control Comments:
		Knowledge Comments:
		Relationships Comments:
		Self-Care Comments:

