

SALAM SCHOOL

16 SOCIAL SKILLS

At Salam School Character Soars to New Heights!!

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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.

Skill #1
FOLLOWING DIRECTIONS

1. Look at the person.

- shows you are paying attention

2. Show you understand.

- say, “Okay”, or “I understand” while listening intently

3. Do what is asked in the best way you can.

4. Check back

- let person know you have finished
- explain exactly what you did
- make corrections if needed

Skill #2
ASKING FOR HELP

- 1. Decide what the problem is.**
- 2. Ask politely to speak to the person who can help you. (“Excuse me.....”)**
- 3. Look at the person and clearly describe your problem.**
- 4. Thank the person for helping you, even if they were not able to do so.**

Skill #3

ASKING PERMISSION

- 1. Look at the person.**
- 2. Be specific with your request.**
- 3. Ask politely, “May I please...?”**
- 4. Give reasons if necessary.**
- 5. Accept the decision.**

Skill #4
ACCEPTING “NO”
FOR AN ANSWER

1. Look at the person.
2. Say, “Okay.”
3. Stay calm.
 - Shows you have control of your emotions.
 - You can listen better.
 - Politely ask for a reason if you really don’t understand.
 - **DO NOT WHINE.**
4. If you disagree, ask politely later on.
 - **DO NOT WHINE.**

Skill #5

DISAGREEING WITH OTHERS

1. Look at the person.

- Use a calm facial expression.
- Shows that you are paying attention and willing to resolve together.

2. Remain calm and be polite.

- Shows confidence and self-control.

3. Keep words positive.

- “I know you’re trying to be fair, however.....”
- **THINK before you speak.**

4. Explain calmly why you feel differently. Don’t argue.

Skill #6

ACCEPTING CRITICISM

1. Look at the person.
2. Remain calm and silent.
 - Getting upset only makes matters worse.
3. Show you understand.
 - ***Listen carefully.***
 - Say “Okay”.
4. Try to correct the problem.
 - Speak quietly and politely.
 - If you are asked to do something differently, do it.
 - If you are asked to stop doing something, stop it.
5. Say, “Okay” or “Thank you” to end the conversation positively.

Skill #7
STAYING CALM

- 1. Take a deep breath.**
- 2. Relax your muscles.**
- 3. Tell yourself to “Be calm.”**
- 4. Share your concerns with someone you trust.**
- 5. Try to solve all situations maturely and peacefully.**

SKILL #8
BEING HONEST

1. Look at the person.
2. Say *exactly* what happened when asked.
3. Answer questions truthfully.
 - **DO NOT swear to Allah if it's not the truth**
4. Tell all important facts.
5. Admit to your mistakes or errors.

"O you who believe! Stand out firmly for justice, as witnesses to Allah, even as against yourselves, or your parents, or your kin, and whether it be (against) rich or poor: for Allah can best protect both.

(Sûrah al-Nisâ': 135)

Skill #9

INTRODUCING YOURSELF GREETING OTHERS

- 1. Stand up straight, look at the person. Smile.**
- 2. Say, “As-salamu alaykum” or “Hello.”**
- 3. Offer a firm handshake.**
 - Islamically appropriate with person of the same gender.
- 4. Clearly say your name loud enough to be heard.**
- 5. Be polite.**
 - Say, “It’s nice to meet you.”
 - Say, “It was nice to meet you.” (when leaving)

SKILL #10
HAVING A CONVERSATION

- 1. Look at the person.**
- 2. Use a kind voice.**
 - Answer questions completely.
- 3. Avoid negative statements.**
 - Gives a bad impression.
 - Do not brag.
- 4. Use appropriate grammar**
 - Slang words are used with friends, not with people you don't know very well.
- 5. Ask questions.**
 - Don't do all the talking.
 - **Don't interrupt.**

SKILL #11

** LISTENING TO OTHERS

1. LOOK at the person who is talking. Remain quiet.
2. LISTEN to what is being said.
3. WAIT until the person is done talking.
 - Don't interrupt.
4. Show you are listening and interested.
 - Say, "Okay.", "I see."
 - Ask the person to explain again if you don't understand.

SKILL #12
GETTING ALONG WITH OTHERS

1. **LISTEN** to what is being said when another person talks to you.
 - Show the same respect and behavior towards others as you would like them to show towards you.

2. Say something positive if you agree. If you don't agree, say something politely that won't cause an argument.

3. Try to understand the other point of view.

SKILL #13

APOLOGIZING

When you have intentionally or unintentionally hurt or bothered another person, you must apologize.

- 1. Look at the person.**
- 2. Say in a sincere voice what you are sorry about.**
 - **"I'm sorry for....." (Say it sincerely)**
- 3. Make a sincere statement and effort not to hurt again.**
- 4. Thank the person for listening.**
 - **even if the person did not accept your apology, Allah (swt) is the Witness.**

SKILL #14
GIVING COMPLIMENTS

- 1. Look at the person.**
- 2. Give a sincere compliment.**
 - **Tell the person exactly what you liked.**
- 3. When the person says, “Thank you,” say, “You’re welcome.”**

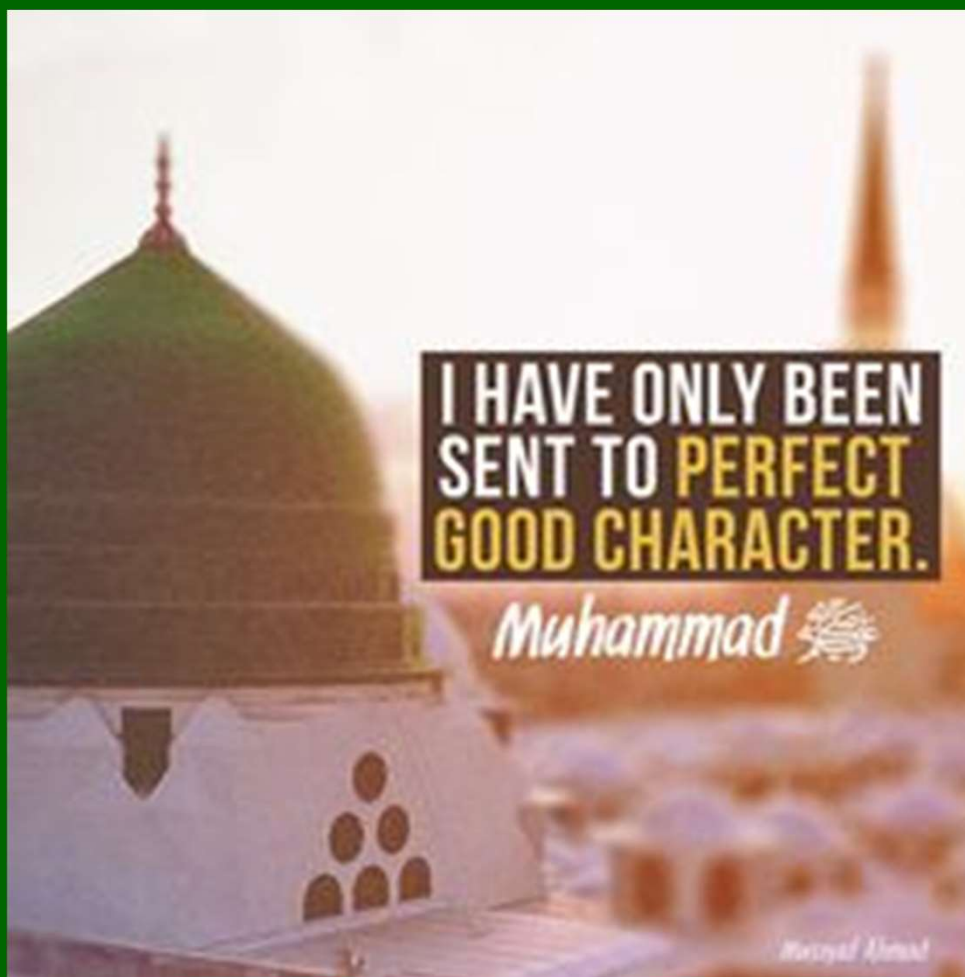
Skill #15

ACCEPTING COMPLIMENTS

1. Look at the person who is complimenting you Smile.
2. **Listen** to what he or she is saying.
3. Don't interrupt, mumble, or deny the compliment.
4. Say, "Thank you," or something that shows you appreciate what was said.

SKILL #16
SHOWING SENSITIVITY
TO OTHERS

- 1. Express real concern for others, specially when they are having troubles.**
- 2. Recognize that disabled persons deserve the same respect as everyone else.**
- 3. Apologize for causing harm.**
- 4. Respect all people; be tolerant of differences.**



I HAVE ONLY BEEN
SENT TO PERFECT
GOOD CHARACTER.

Muhammad ﷺ

Muhammad Ahmad