

# Interpersonal Skills Worksheet

Name: Andrew Smith

Age: 24

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*This worksheet is designed to help individuals enhance their interpersonal skills, crucial for effective communication and relationship building. Complete each section thoughtfully, focusing on personal experiences and areas for improvement.*

## Self-Assessment of Interpersonal Skills

### Describe how you communicate in different settings:

At work, I'm quiet and reserved. In social settings, I often feel anxious and struggle to initiate conversations.

### Do you feel comfortable in these settings? Please provide an answer for each one.

Work: Somewhat comfortable; Social Settings: Uncomfortable due to past bullying experiences.

### Reflect on how well you listen to others. Give examples.

I listen intently but sometimes miss cues to respond, especially in groups. For example, in a team meeting, I hesitated to share my opinion even when directly asked.

### Do you actively listen without interrupting?

Yes, I usually wait for others to finish before speaking.

### Note any body language cues you commonly use and how they might be perceived.

I often avoid eye contact, which might be perceived as disinterest. I also cross my arms, which might seem defensive.

### Describe how you typically handle disagreements or conflicts.

I tend to withdraw or concede quickly to avoid confrontation.

**Do you approach conflicts constructively?**

Not really, I tend to avoid conflicts due to fear of judgment.

**Identifying Areas for Improvement**

**Identify specific aspects of your communication you want to improve.**

I want to improve my assertiveness and ability to initiate conversations.

**List ways to become a better listener.**

Practice active listening techniques, like paraphrasing and asking follow-up questions

**How can you better understand and relate to others' feelings?**

Engage in more empathetic listening and try to put myself in others' shoes.

**Strategies to improve your conflict resolution skills.**

Learn and apply constructive conflict resolution strategies, such as 'I' statements and seeking compromise.

**Action Plan for Skill Development**

**Define clear and achievable interpersonal skill goals.**

To become more assertive in conversations and handle conflicts positively.

**Outline steps to achieve your interpersonal skill goals.**

Join a communication skills workshop, practice daily affirmations for self-confidence, and role-play conflict scenarios.

**Who can help you in your journey to improve these skills?**

My therapist, my close friend Laura, and a mentor at work.

**How will you measure your improvement in these areas?**

Keeping a journal of interpersonal interactions and reviewing progress monthly with my therapist.

**Health Professional's Observations, Recommendations, and Notes**

Andrew shows a strong desire to improve. Recommended to continue therapy focused on building self-esteem and assertiveness. Consider joining a support group for individuals with social anxiety.