

Interpersonal Skills Worksheet

Name: _____ Age: _____ Date: _____

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

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

1. **Work or school settings:** How do you communicate with coworkers, classmates, supervisors, or teachers?

2. **Social settings:** How do you interact with friends, acquaintances, or groups at events or gatherings?

3. **Family settings:** How do you communicate with immediate or extended family members?

4. **Authority interactions:** How do you interact with figures of authority, such as managers, teachers, or law enforcement?

5. **Online or virtual communication:** How do you express yourself in emails, chats, or video calls?

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

Do you try to listen without interrupting, or have you interrupted someone when they were talking?

Note any body language cues you commonly use. How might they be perceived?

How do you typically handle disagreements or conflicts?

What do you think is the best way to approach a conflict?

What specific aspects of your communication do you want to improve?

How do you think you can become a better listener?

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

What strategies can you use to improve your conflict resolution skills?

Action plan for skill development

What are your interpersonal skill goals? Try to define clear and achievable goals.

What steps do you need to take to achieve your interpersonal skill goals?

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

How will you measure your improvement in these areas?

Health professional's observations, recommendations, and notes