

**Universal Social Skill Tool
Team Activity Example**

Working Together to Build Alliance in a County or Public Health Setting

Social Skills selected for training plan

Working in alliance with a person

Behavior definitions addressed in this tool (taken from the MN Direct Observation and Self-Assessment)
Observable actions include:

- *Inviting a person to participate in a conversation*
- *Asking a person to help solve a problem or how to start a task*
- *Seeking the opinion of a person about what the next steps might be taken*
- *Offering to work together on a task*

Routine Selected for Learning/Practicing Social Skill: County Meeting

Prepare for the Training

Decide how to share the training: group of 5 colleagues attending the same meeting

Who is will participate in the training (List people involved): Alice, Dan, Aric, Rachel, Nichole

What materials are needed to complete the training: LCD projector, internet access

Time allocated: 10 minutes discussion 15 minutes for activity

Write down examples and nonexamples of the behavior (see example below):

Non-Examples of Social Skill

One or two people speak during most of the meeting while some people do not share anything

Interrupting a colleague who is trying to share an opinion or idea

Assuming a decision is obvious and moving directly to action planning

One or two people always volunteer to work on tasks in between meetings and to report back

Examples of Social Skill

Start the meeting with roles identified including one to member whose job during the meeting is to make sure everyone has a chance to share ideas

The facilitator asks people to show visual signals in fa or against decisions that are being made (thumbs up = thumbs down=no; sideways thumb=not sure)

Facilitator of meeting reminds everyone at the beginn the meeting that it is important for everyone to have a chance to share ideas

Team creates a way for people to write down decision quickly review

Team reviews meeting to see who has signed up for w tasks and considers how balanced team contributions :

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part of the agenda

Practice

1. Create the examples and non-examples of social skill:

Facilitator gives team some examples and non examples of social skill and asks for more ideas and writes these on computer projected at the wall

Team discusses the person-centered thinking tools that could be used in meetings to build alliance and selects several to use during meetings

2. Assess what is needed in order to learn/practice the social skill – *Ask team how to practice examples of building alliance*

3. Create a scenario that helps people practice building alliance and ask each person to play a role in the scenario or make one up together or use a real routine to practice new skills –

Ask two staff to create a skit where they show what a meeting looks like with both nonexamples and examples making it fun and silly for the nonexamples (it is important to make sure this is not seen as criticizing team members-make sure the skits are used in ways that are generic and don't target issues that might make people upset or frustrated). Video tape the skit and build a library of skits for future discussions

Work as a team to identify the beginning of sentences that naturally build alliance

“What do you think about....”

“Can you help me decide...”

4. Use other resources that help share what the social skill looks like (video, stories, etc.)

Watch the following video during meeting before or after discussion about building alliance: https://www.youtube.com/watch?v=rUaj7rj6MI8&list=PLMo9vqiZPs0RQa_kypIS3tch/MJGO&index=17

5. Choose two types of meetings where the social skill of building alliance can be used and write down plan to practice the social skills during the meetings

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Ask one team member who is monitoring the discussion for building alliance to make visual marks on a board whenever someone uses “stems” (the beginning of sentences) that start with ways to build alliance.

Introduce person-centered thinking tools to use during two different types of meetings

6. Discuss examples and celebrate success – Ask team to identify ways that they can celebrate successful use of the social skill building alliance. This can include simple strategies including reviewing progress each meeting or more formal methods such as colleague of the month, supervisors writing letters of appreciation, etc.