



Session Requires
Technology





Copies Needed



Material for the
Student's Forever File

Table of Contents / Social & Soft Skills

SESSION NAME	LENGTH of SESSION (minutes)			
Etiquette in Class	20-30	X		
RESPECT!	40-50	X		X
Personal Hygiene	20-30	X		
Greeting Others/Remembering Names Creating a Conversation	40-50	X	X	X
Telephone/Texting Manners	35-45	X		
Body Language/Eye Contact/Personal Space	40-50	X		
Being of Service	45-55	X	X	
Being a Courteous Guest	40-50	X		
Idioms ... Break a Leg!	50-60	X	X	
Empathy vs. Sympathy	35-45	X		
Self-Monitoring/Patience	30-40	X	X	
Active Listening	40-50	X	X	X
Communication/Know Your Audience	75-85	X	X	X
Support/Compliments/Apologies	45-55	X		X
Positive Attitude/Gratefulness	60-70	X	X	X
Trustworthiness	50-60	X		
Creativity	60-75	X	X	X
Responsibility/Accountability	40-50	X		X
Flexibility	50-60	X		
Commitment/Timeliness	40-50	X	X	X
Honesty/Integrity	50-60	X	X	X
Being a Team Player	70+	X		
Giving and Accepting Constructive Feedback	30-40	X		
Self-Confidence	45-55	X	X	X
Being a Great Role Model/Your Reputation	45-55	X		
Persistence/Receiving NO as an Answer	35-45	X		
Leadership	60-70	X		
GRIT!	40-50	X	X	X