

Middle School Guidance



Social Skills for the Workplace

December 2015

Volume 13, Issue 5

As technology in the workplace advances, fears that computers will soon replace people in the workforce perpetuate. However, a recent article in the *Harvard Business Review* reassures us that jobs highly reliant on social skills are extremely secure. In the past thirty years, job growth has predominated in occupations that require finely tuned social skills. The ability to work with others seem irreplaceable, as computers simply cannot emulate human interaction—not yet anyway.

Effective Communication ranks right up there as a top social skill to success in the workplace. The earlier children learn and master these skills, the better prepared they will be as they progress through school and into their careers. **What is a recipe for effective communication that we can teach children?** We can begin by breaking down communication into two roles: the speaker and the listener. Of course, the speaker's goal is to effectively share information, and the listener's goal is to effectively

receive information.

Qualities of a good speaker.

Be assertive. Good speakers have a confident tone of voice.

Pay attention to body posture. Good speakers stand up tall and sit upright. **Make eye contact.** Speakers who make eye contact show they are serious about delivering their message.

Qualities of a good listener.

Pay attention to body language. Good listeners can read a speaker's body language to pick up on any unspoken cues. **Lean in.** Good listeners pay careful attention to what the speaker is saying. **Ask questions.** Good listeners are not afraid to ask questions to clarify what the speaker says.

Children develop their social skills by learning these best practices in effective communication. According to the *Harvard Business Review*, not only is there a demand for high level social skills in the workplace, but people who have appropriate social skills earn more than those who lack

them. Effective communication skills foster a thoughtful and assertive approach to navigating complex social environments. Children with this higher social intelligence can ask for what they need and advocate for their goals with a sensitivity to the needs of others. Preparing children with the tools they will need in the workplace sets them on a productive path to secure their prosperous future. (Too Good Programs, Mendez Foundation - September 17, 2015)

Quote of the month

"There are seven days in the week, and 'someday' is not one of them" - 5 Star Basketball



Merry Christmas

Points of Interest:

- ✓ - Absent from school? Check out the teacher-lesson plans by logging into PowerSchool parent portal.
- ✓ - Excuses are due the day students return to school. A grace period of three days is allowed before becoming illegal.
- ✓ - Bullying information can be found at:
www.bbsd.com/Page/16088

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Important Upcoming Events

The following are a listing of important dates to remember:

December 10 through December 11, 2015 - P.T.S.O. Bazaar.

December 10, 2015 - Middle of the second nine-week grading period.

December 24, 2015 - Christ-

mas Eve.

December 25, 2015 - Merry Christmas!

December 26 through January 3, 2015 - Christmas Break.

December 31, 2015 - New Year's Eve.

January 1, 2016 - Happy New Year!

January 18, 2016 - ACT 80 Day! No School for students.

January 20, 2016 - End of the second nine-week grading period.

February 2, 2016 - Groundhog Day.

February 14, 2016 - Happy Valentine's Day.

