INTERPERSONAL EFFECTIVENESS HANDOUT 3

Building and Maintaining Positive Relationships: GIVE Skills

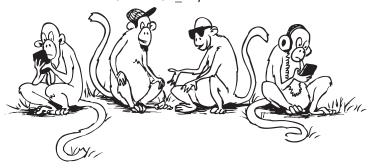
Remember GIVE:

(be) Gentle

(act) Interested

Validate

(use an) Easy manner



(be) **G**entle: Be nice and respectful!

Don't attack, use threats, or cast judgments.

Be aware of your tone of voice.

(act) Interested: LISTEN and act interested in what the other person is saying.

Don't interrupt or talk over him or her.

Don't make faces.

Maintain good eye contact.

Validate: Show that you understand the other person's feelings or opinions.

Be nonjudgmental out loud.

"I can understand how you feel and . . . "

"I realize this is hard . . . "

"I see you are busy, and . . . "

"That must have felt . . . "

(use an) Easy manner: SMILE.

Use humor.

Use nonthreatening body language. Leave your attitude at the door.

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INTERPERSONAL EFFECTIVENESS HANDOUT 4

Practice Exercise: GIVE Skills

	Due Date
Choose two situations during the week in whow.	which you used your GIVE skills and describe
Remember GIVE	
(be)	G entle
(act)	 Interested
-	· V alidate
(use an)	Easy manner
SITUATION 1:	
With whom are you trying to keep a good rela	ationship?
What was the situation in which you chose to	use your GIVE skills?
What was the outcome?	
How did you feel after using your skills?	
SITUATION 2:	
With whom are you trying to keep a good rela	ationship?
What was the situation in which you chose to	use your GIVE skills?
What was the outcome?	
How did you feel after using your skills?	
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