

The Self Center

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RELATIONSHIP SKILLS SELF-EVALUATION

Your Name: _____ Partner's Name: _____ Date: __/__/__

Instructions: Read through this list of ten basic human relations skills. Working separately, draw a circle around the frequency that best describes *your behavior with your partner*. Think of examples that support your evaluation.

A. ATTENDING

When we are talking, I tend to stay with you. When appropriate, I face you squarely, maintain eye contact, have a relaxed and open posture, and in general show that I am giving you my full attention.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

B. LISTENING

I listen thoughtfully when you are talking. I pay attention both to your words and to your feelings. I rarely let my mind wander or think of what I am going to say next. I rarely interrupt.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

C. EMPATHY

I make it a point to understand where your thoughts and feelings are coming from. I "get into your shoes" and experience your feelings with you. I can almost always say: "If I were you, I'd feel the same way." You can count on me to understand.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

D. COMMUNICATING UNDERSTANDING

I let you know that I hear and understand you and that I know where you are coming from. I respond to what you say before I express my own thoughts or feelings. I check out when I am not sure I understand you accurately. I realize that my hearing you doesn't help very much unless you know you are heard.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

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E. RESPECT

I let you know that I value you as a person, that I see you as a unique human being with the wisdom of your own experiences. I affirm your right to be in charge of your own life. I am on your side. I am for you. I let you know that I want you to be all that you can be, all that you choose to be.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

F. ACCEPTING

I accept you the way you are. I do not try to change you or your behavior. You have a right to your own thoughts, feelings and attitudes. I may disagree with you at times, but I don't try to change your viewpoint. When I disagree with you I make it a point to understand you without putting you down. When you disagree with me, I am not defensive or argumentative.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

G. ASSERTION

I do not suffer in silence, but I am not a bully either. I care for you but I put a high priority on taking care of myself as well. I express my own thought, feelings, attitudes, and ideas. I do not expect you always to agree with me, but I do expect you to value what I have to say. I do not say "yes" when I mean "no". I want you to assert yourself in the same way.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

H. SELF-REVEALING

I am open. I express my thought, feelings, wants, and fantasies freely and spontaneously. I am willing to talk about my weaknesses as well as my strengths. I am even willing to tell you things that embarrass me. I let you know what is really going on with me.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

I. STRAIGHT TALK

I don't use "smoke screens" like sarcasm, teasing, long-winded lectures, withdrawing or sulking. I let you know straight what is going on even if it means conflict. I ask for what I want. I think we are both strong and mature enough not to hurt needlessly.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

J. IMMEDIACY

I talk about how it is with us-you and me. When a conversation bogs down, I stop and talk about what is going on between you and me "here and now" that might be getting in the way. I tell you what I like and don't like about the way we relate to each other. I want you to do the same.

(1)Never (2)Rarely (3)Sometimes (4)Often (5)Always

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Rules of Engagement Methods of Conflict Resolution

1. Before bringing up what you are disturbed about, think about it, why it disturbs you, what your goal is in bringing it up and how best to achieve these goals. Also be aware if you want to "win" or resolve the issue that has upset you.
2. Do not bring up the issue in front of others.
3. Do not bring up the issue at a time it is not convenient to work on it. Make sure that you bring it up when there is time to complete the discussion.
4. Do not bring up the issue after 8 pm (fatigue factor) or on your way out the door to go to work.
5. Let the other person know that there is something that you want to talk with them about and ask them when it is best to bring up the subject. Immediately (now) is usually best but the other party may not be ready to deal with the issue just because you are. If you are interested in resolving the issue be sensitive to the other person's time schedule. Set a specific time away from distractions including the phone.
6. If the other person wants to know what is troubling you, let them know briefly by identifying the problem without blaming. It is always best to let them know that you are interested in "resolving" the problem rather than "winning".
7. When discussing the issue, it is often effective to paraphrase each other so that you are forced to listen rather than think about what you are going to say next. You talk, the other listens then paraphrases, they talk, you listen and paraphrase.
8. When you discuss the issue try to stay with your feelings rather than your judgements. "I feel hurt or disappointed" works much better than "you are selfish or controlling".
9. Do not bring in old baggage with you to prove your point. Stay current with the issue and your feelings related to the issue. Avoid condemning words like "always" and "never".

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10. When talking about one issue or person do not bring other people or issues into the discussion. This "comparison" behavior only serves to defend you and de-rail and confuse the issue. There will be another, more appropriate time to bring up other people or issues.
11. Do not offer advise, in any form, unless you ask permission to give it and the other person says OK or the other person specifically asks for it. Unsolicited advise is typically nothing other than a judgement.
12. If the discussion escalates to the point where it does not seem to be constructive, call a "time out". The other person must respect the time out, so long as you are willing to designate when a "time in" will occur, so that the discussion will have a chance to be finished and resolved. For example, if it feels like the discussion is going nowhere fast, you can call a time out and ask to get together at a specific time in the near future, and never longer than 24 hours.
13. During this "time out" do not do anything that would fortify your case. Use this time to calm down, diffuse the emotions attached to this issue and to reflect on what responsibility you honestly have in this matter. Be willing to approach the other person in a conciliatory manner when the "time in" begins.
14. Do not leave the discussion until each of you has said that you are finished. Finished means finished...that you have reached a resolution that works for both of you. Finished means that you and the other person will take responsibility and attempt to do whatever is necessary to behave in a way that will avoid the reoccurrence of the issue.
15. In addition, I would like to add the following to the "rules of engagement":

Having read this, I agree to follow, to the best of my ability, the rules of engagement.

Signed: _____

Dated: _____
