

# Social Skills Inventory

(Revised from Novotni Social Skills Checklist, see myADHD.com)

Person Evaluated : \_\_\_\_\_  
 Age: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Relationship: \_\_\_\_\_

Key: 0 = Not a problem or rarely a problem  
 1 = Sometimes a problem or issue  
 2 = Definitely a problem and needs improvement

**Score**    **Basic Manners – The ability to do the following in social situations**

0 1 2 Uses polite words like please, thank you, and you're welcome

0 1 2 Expresses appreciation

0 1 2 Receives compliments without discounting them

0 1 2 Apologizes

0 1 2 Accepts the apologies of others

0 1 2 Introduces himself/herself

0 1 2 Uses appropriate greetings

0 1 2 Has appropriate phone manners

0 1 2 Uses appropriate ending comments

0 1 2 Eats with mouth closed, follows the lead of the host/hostess

0 1 2 Will use napkins, ask for items to be passed, keep elbows off table

0 1 2 Asks to be excused from the table

0 1 2 When hosting, makes guests feel comfortable in his/her home

0 1 2 Offers to help others

\_\_\_\_\_ Total score **Basic Manners**

**Verbal Communication Skills - In conversation with others, the ability to:**

0 1 2 Joins a conversation smoothly, without disruption

0 1 2 Reflective listening – repeats what another says and asks if they understood them right

0 1 2 Tracking - Identifies and reflects the feelings of others

0 1 2 Reflects content *and* feelings of others

0 1 2 Uses brief "encouragers" to let others know they are following the conversation ("I see")

0 1 2 Uses open ended questions to keep the conversation going

0 1 2 Asks for help when needed or wanted

\_\_\_\_\_ Total Score **Verbal Communication Skills**

**NonVerbal Communication Skills – Looking attentive when listening - When talking to others, do you (they):**

0 1 2 Keep an open posture

0 1 2 Faces the person

0 1 2 Leans forward to show interest

0 1 2 Maintains appropriate eye contact

0 1 2 Looks relaxed

\_\_\_\_\_ Total Score **NonVerbal Communication Skills**

**Self Care**

0 1 2 Is able to nurture himself or herself

0 1 2 Is clean and neat in appearance, appropriate to situation

0 1 2 Is able to identify and express his or her feelings

0 1 2 Has good self-esteem

0 1 2 Participates in groups

0 1 2 Has a sense of humor (that doesn't denigrate others)

0 1 2 Hope – has a positive outlook

\_\_\_\_\_ Total Score **Self Care**

**Communication Roadblocks**

0 1 2 Inattentive - misses pieces of information

0 1 2 Uses closed questions (ones that can be answered with a "yes" or a "no")

0 1 2 Voice volume – speaks too loud or too soft

0 1 2 Speech tempo – speaks too slowly or too quickly

0 1 2 Interrupts others – breaks into conversations without considering the flow

0 1 2 Too quiet – rarely speaks in conversations

0 1 2 Domineering - orders or bosses others around

0 1 2 Criticizes – judges or evaluates others

0 1 2 Is not considerate, or minimizes other's feelings

\_\_\_\_\_ Total Score **Communication Roadblocks**

**Self Control**

0 1 2 Takes turns, waits for his or her turn

0 1 2 Ability to handle the frustration of waiting

0 1 2 Effectively managing conflict with others

0 1 2 Is able to negotiate and compromise with others

0 1 2 Effectively manage anger without insult, intimidation or destruction

0 1 2 Refrains from fighting, aggressive behavior

0 1 2 Is able to assert themselves, ask for what they want without bullying

0 1 2 Avoids impulsive spending

0 1 2 Avoids impulsive decision-making

0 1 2 Avoids blurting out things that hurt others

0 1 2 Avoids inappropriate touching of others

0 1 2 Is able to relax

0 1 2 Is able to sit still and not fidget

\_\_\_\_\_ Total Score **Self Control**

**Relationship Skills**

0 1 2 Is sensitive to the needs of others

0 1 2 Is patient – can allow the other to get their needs met first at times

0 1 2 Is creative

0 1 2 Is fun to be with

0 1 2 Flexible – can "go with the flow"

0 1 2 Respects the boundaries of others

0 1 2 Treats others with respect

0 1 2 Tolerates differences in others

0 1 2 Initiates invitations to others

0 1 2 Tolerates closeness and intimacy without running away

0 1 2 Has at least 3 close friends

\_\_\_\_\_ Total Score **Relationships Skills**

**Adult ADD Organizational Problems**

0 1 2 Difficulty with deadlines

0 1 2 Difficulty being on time for meetings and appointments

0 1 2 Difficulty remembering special occasions

0 1 2 Difficulty managing money

0 1 2 Is too organized or rigid

0 1 2 Difficulty managing money, bills, bank accounts

0 1 2 Disorganized with his or her possessions, domicile

0 1 2 Does not do what they agree to do

0 1 2 Does not finish projects

\_\_\_\_\_ Total Score **Adult ADD Organizational Problems**