

Details of the Four-Step Procedure

Step 1 Expression of Affection

- Move over to the student.
- Position yourself at the student’s eye level.
- Maintain a pleasant facial expression.
- Use a calm, pleasant voice tone.
- Address the student by name.
- Make an initial positive statement about a related student behavior.
- Use a gentle touch, if appropriate.

Example 1: Identify the behavior(s) the student is exhibiting and find a replacement social skill behavior.

Waiting to complete work	→	How to Follow Instructions
Yelling after feedback	→	How to Accept Feedback
Ignoring a request	→	How to Follow Instructions
Demanding material	→	How to Greet Someone
Denying a praise comment	→	How to Accept a Compliment
Walking away from a new student	→	How to Introduce Yourself
Arguing when the teacher says “no”	→	How to Accept “No” for an Answer

Step 2 Description of the Inappropriate and Appropriate Behavior

- Describe the circumstances surrounding the error.
- Label the social skill.
- Describe the inappropriate behavior specifically.
- State the steps for performing the skill correctly.

Example 2: Avoid judgmental statements like those listed below when describing the student’s inappropriate behavior.

- “Your were ignoring me.”
- “You made faces.”
- “You displayed a bad attitude.”
- “You were pouting.
- “You avoided me.”
- “You acted like a clown.”
- “Your were off task.”

Step 3 Request for Acknowledgment and Practice

- Verify the student’s understanding.
- Ask for a practice demonstration.

Example 3: Clearly identify the steps of the social skill you want the student to perform.

How to Accept Feedback	How to Greet Someone	How to Get the Teacher’s Attention
<ol style="list-style-type: none"> 1. Look at the person. 2. Acknowledge (verbal/nonverbal). 3. No arguing, whining, or pouting. 	<ol style="list-style-type: none"> 1. Look at the person. 2. Smile. 3. Use a pleasant voice tone. 4. Make a verbal greeting. 	<ol style="list-style-type: none"> 1. Look at the person. 2. Signal the teacher. 3. Wait for acknowledgment. 4. After acknowledgment, ask the question in a quiet voice tone.

Step 4 Feedback

- Deliver praise for a successful performance.
- Administer negative consequences if necessary.

The One-Minute Skill Builder ◆

Video and guide available for “One-Minute Skill Builder”, Sopris West (303) 651-2829