

## EPISODE EIGHT/ PEOPLE SKILLS

HOST - LIZ BLUME

CO HOST - GRACE SANCHEZ

GUEST - KURTIS WHITEHEAD



NAME \_\_\_\_\_

CLASS \_\_\_\_\_

DATE \_\_\_\_\_

Grace says communication skills means having conversations with peers. She not only uses her voice to communicate but uses other gestures as well. Non-verbal gestures include facial expressions, hand gestures, and eye contact. Grace says, in order to have good communication and people skills you need to pair it with good body language and eye contact to stay engaged with the person you are talking too. She also says to remember, "respecting personal boundaries and giving feedback shows you are interested in their story." This is called active listening.

Q

**What kind of gestures can you use to improve your people skills?**

A

Grace says it is important to have good people skills when looking for your first job. Here are some of her tips for students looking to have job interviews: be successful, dependable, responsible, and accountable. Having these skills makes you a good candidate for potential job opportunities. Grace says, "if you don't have these skills you might not get the job."

Q

**What are some other people skills you need when looking for your first job?**

A

As a supervisor, Kurtis says, "people skills are like a tool kit". It can really get you through the first two interviews. After that, you can focus on the skills you have to offer to the company regarding the job you are applying for. Kurtis agrees with Grace about the importance of maintaining eye contact and using the right gestures. Make sure to hold a conversation that is comfortable with your future employer. Awkward conversations may stifle your success in the interview process.

Q

**How do you have a comfortable conversation with others?**

A

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Mr. Kurtis says one tip he has for high schoolers is to **practice conversations**. Practicing your introduction for an interview with a teacher or a friend can help you know what to say. Another tip Liz suggests is to have a **conversation with yourself in the mirror**. Some people are scared to have conversations with others. By using the mirror method, you can practice eye contact and **build confidence in yourself**. When you talk to others you can sound confident and make a great impression. Showing the right amount of confidence projects your ability to be successful in the job.

Q

**How do you build confidence in yourself?**

A

Kurtis likes doing art activities, especially when he is doing them with people. There is a piece of social engagement when he is in an art class that he loves. He is able to share his ideas with others. Good people skills can be learned in all types of activities. Even when playing multiplayer games with friends, you need good verbal skills. In video games, you are working together to complete a mission or as Kurtis says, it's like sailing a ship to find treasure, you have to communicate with each other to succeed. So communication can be learned in all types of activities.

Q

**What fun activities do you do, and what people skills do you practice?**

A

### LIZ'S PODCAST CHALLENGE

Make a list of your favorite things to do. Liz says she really likes listening to podcasts and enjoys cooking. What are yours?

"Being a great leader is having good people skills. Share with us how you are using good people skills by emailing me at [ILAPodcast@abilitysc.org](mailto:ILAPodcast@abilitysc.org).

***Thank you for listening!***