BEHAVIORAL SKILLS TRAINING:
STEPS TO TALKING WITH A COWORKER

Instructions:
✓ Follow the steps to Talking with a Coworker
✓ Decide what you want to say in #3, #5, and #7
✓ Write it in the box provided

1. Get Their Attention!
   Tip: Stand near them, wave, make eye contact

2. Say “Hi”!

3. Ask a Question or Tell Them Something
   Topic Ideas: weather, plans, how they’re feeling, how work is going, things they like, special events
   Write Your Question or Comment Here:

4. Wait and Listen To What They Say

5. Ask Another Question or Tell Them Something Else
   Topic Ideas: weather, plans, how they’re feeling, how work is going, things they like, special events
   Write Your Question or Comment Here:

6. Wait and Listen to What They Say

7. Ask Another Question or Tell Them Something Else
   Topic Ideas: weather, plans, how they’re feeling, how work is going, things they like, special events
   Write Your Question or Comment Here:

8. Go Back to Work or Leave the Area

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