Interpersonal Skills: Building Communicaton & Relationships

WHAT ARE INTERPERSONAL SKILLS?

- Interpersonal skills, also known as soft skills, are tools we use to interact with others. These skills include the ability to effectively communicate and build relationships with others.

WHY ARE INTERPERSONAL SKILLS IMPORTANT?

- Interpersonal skills help us communicate effectively, build relationships, collaborate with others, and navigate disagreements. These skills are valuable in everyday interactions, including at home, in the workplace, at school, and in our communities.

TIPS FOR IMPROVING INTERPERSONAL SKILLS:

- Be open to feedback: Constructive criticism helps you grow.
- Be inclusive: Encourage participation and value other voices.
- Ask questions: Ensure you have understanding.
- Manage your emotions: Pause and reflect before reacting.

KEY INTERPERSONAL SKILLS

Communication

- Use plain, respectufl, and inclusive language
- Be mindful of tone and body language.

Active Listening

- Show genuine interest in what others are sharing.
- Reflect and summarize to show understanding.

Empathy

- Understanding and sharing the feelings of others – try to see situations from their perspective.
- Acknowledge emotions and experiences without judgement.

Teamwork

- Collaborate with others to achieve common goals.
- Build positive and respectful relationships.
- Encourage two-way communication.

Conflict Resolution

- Address disagreements calmly.
- Focus on finding a solution for all involved.

Indeed EditorialTeam. (2026, June 16). Interpersonal communication and its importance at work. Indeed.
Washington State University Human Resource Services. (2024, June 24). Why are interpersonal skills a key indicator for successful career advancement, and how do I practice these skills?

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REFLECTION QUESTIONS:

- Which interpersonal skill do you feel strongest in?

- Which skill do you want to improve the most?

- How do these skills show up in your daily interactions?

- How can these skills strenghen communication and relationships with your student's teachers or school?

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