

# Positive Parenting

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## Manners and Etiquette

**Definition of Etiquette:** the rules of behaviour standard in polite society, the rules governing professional conduct.

Etiquette changes over time. These changes are due to society's standards. A significant example of this occurred in the 1960's when hippies, flower children and free spirits were all the rage. The rules of etiquette became less important during that time period and our social skills became more relaxed. Today, society's rules are becoming more formal. Etiquette has a significant role to play in our daily lives and in the work force.

The standards of etiquette impact directly on our social skill development. Social skills are those skills that children need to be taught. The skills listed below are suggestions for each age category. Every child is an individual so parents need to decide when their child is ready to learn the skill.

### **Social Skills for 0 – 4 years**

- Saying please, thank you, excuse me and I'm sorry
- Waiting your turn
- Learning to sit during a meal
- Using cutlery
- Playing with a friend and sharing toys
- Helping with simple chores – tidying up toys
- Following basic routines – bedtime, bath time
- Walking when indoors

### **Social Skills for 5 – 8 years**

- Maintaining eye contact during a conversation
- Taking turns during a conversation and playing games
- Using an "indoor" voice
- Participating in family traditions – learning the art of giving and receiving gifts
- Being responsible for 2 – 3 chores
- Learning to problem solve
- Learning good table manners and staying seated during meals
- Not interrupting

## **Social Skills for 9 – 16 years**

- Making introductions
- Using telephone manners – taking messages
- Showing kindness and respect to others
- Being on time – phoning if late
- Leaving a message to say where you are going
- Cleaning up after self and friends
- Being assertive with peers and resolving conflicts in non-violent ways
- Thoughtful gift giving

## **Social Skills for 17 – adult**

- Standing and shaking hands when meeting someone
- Holding the door for the person behind you
- Giving up a seat to someone in need
- Not abusing privileges – driving the car
- Doing a fair share around the house
- Learning to manage money
- Remembering important family traditions, celebrations
- Letting people know if plans need to be changed

## **Dating Guidelines**

- Ask in person or by telephone
- Give adequate advance notice
- Give time, date and details
- Introduce your date to your parents
- Inform parents of your plans and the time you'll be home
- Take enough money in case you need to get home on your own
- Phone home if plans change or if you need help
- Try not to be late

## **Interview Techniques**

- Dress appropriately
- Be prompt
- Make eye contact, smile and be enthusiastic
- Be prepared – resume, questions
- Shake hands firmly and stand until invited to sit
- Use appropriate body language
- Know and stress your strengths and show your willingness to learn
- Thank your interviewer

Tip: Never hurt another's feelings.