**Review sheet for test #1**

**INTERPERSONAL RELATIONSHIPS**

**350-H05-HR**

While you are responsible for the material in the textbook chapters that have been assigned (1, 2, 4 and 6, plus the job search stuff), you should understand the material in the slides and MAKE SURE that you understand the following concepts and ideas…

1. Soft skills vs. hard skills
2. Developmental needs
3. Model for improving interpersonal skills. Review your own developmental need identified and the associated plan that you developed (Review homework assignment #1)
4. Major personality traits and factors.
5. Cognitive styles (Know your own cognitive style from homework assignment #2. Know what it means relative to the work environment.)
6. Triarchic theory of Intelligence
7. Emotional intelligence
8. Active listening
9. Key points in remember for a job interview
10. Teamwork (Don’t bother to memorize the types, but know the stuff about the pros and cons).