

Assignment Soft Skills

Choose two soft skills and write a short explanation on how each of those two skills is used in your current job, or how they could help you be a better employee or operate better at work. Email completed assignment to Mrs. Small at jsmall@twinriversarea.org

*Remember to complete your Weekly Work Time Sheet for the week. All boxes must be filled out to receive full credit. Once completed scan and email to me or take a picture of it with your cell phone and text it to me.

What are Soft Skills?

The phrase '*soft skills*' is often used to describe the skills which characterize relationships with other people, or which are about how you approach life and work.

Other phrases that are often used for these types of skills include: 'people skills', 'interpersonal skills', 'social skills' or 'transferable skills'.

1. Communication Skills

Communication skills are always top of the list in any job advertisement. People with strong communication skills can **listen well**, and vary their communication to suit the circumstances.

2. Making Decisions

Being able to make decisions is key to getting on in life. Sometimes the actual decision doesn't even matter; what matters is that you have made one and moved on.

3. Self Motivation

People who are self-motivated get on by themselves. They don't need close supervision and they are good to work with because they are generally positive about life and can be counted upon to keep going. It also helps to work on your personal resilience and **adaptability to change**.

4. Leadership Skills

These are the set of soft skills that we least expect someone to develop by themselves. There are many leadership training courses available and much has been written about how to develop your leadership skills.

5. Team-Working Skills

There is plenty of thinking to suggest that good **communication skills**, particularly good **listening skills**, together with an ability to **build rapport** will go a long way to support your ability to work well in a team.

6. Creativity and Problem Solving Skills

Creativity and problem-solving skills are highly valued. There are many people who believe that creative thinkers are born, not made, and there are certainly some people who find these skills much easier. But, like other skills, you can develop them if you work to do so and our pages on these topics will give you some ideas about how to do this.

7. Time Management and ability to work under pressure

Many would say that these two skills, which often go hand-in-hand, are more an attitude than a skill. However they can also be developed and honed, which is why we include them as skills. Highly valued by employers, they are also very useful for organizing a family or a team, and for making sure that the job gets done.

8. Showing Commitment

Employers want people who are dependable, reliable, enthusiastic, and enjoy hard work. Employees that are committed need very little supervision or motivation to do their best and get the job done.

9. Flexibility

We live in rapidly changing times in the workplace, so if you're adaptable and flexible, you will be able to change with the times. It's a great asset if you are able to step outside your comfort zone and try your hand at something you haven't done before. Employers like people who are positive, upbeat and have a "can do" attitude.

10. Accepting Responsibility

Employers are on the lookout for people who take pride in their work, and are confident enough to put their name to it. They also respect people who can hold their hands up when things go wrong, and don't pass the buck. Everyone makes mistakes- it's how you react and learn from them that count.

Information obtained from:

<https://nationalcareersservice.direct.gov.uk/aboutus/newsarticles/Pages/Spotlight-SoftSkills.aspx>

<http://www.skillsyouneed.com/general/soft-skills.html>