

Introduction: Ten Soft Skills You Need

Course Synopsis

Degrees and credentials are important, but the development of soft skills is a crucial part of fostering a dynamic workforce. You may have soft skills that are high in demand and not even know it, skills that can be added to your resume and help you become a better contender in your job search.

Soft skills are personal attribute-driven general skills, such as the ability to give and receive feedback, work collaboratively, and manage time. They are usually self-developed (as opposed to hard skills, which you typically acquire in school or on the job), and they'll help you in a wide range of jobs, not just the target job you're applying for.

The meaning of Soft Skills can sometimes be difficult to describe. It can be that unique attribute or characteristic that facilitates great communication. It can be the special way that you show confidence in a challenging situation. These and other events can become more easily managed with this great workshop.

With our Ten Soft Skills You Need workshop your participants will begin to see how important it is to develop a core set of soft skills. By managing and looking at the way people interact and seeing things in a new light, your participants will improve on almost every aspect of their career.



<https://youtu.be/41MQjm7fMfY>

Learning Objectives:

- Discuss why soft skills are important to success in the workplace
- Understand the 10 key soft skills everyone should have
- Use soft skills to relate more effectively to others in the workplace

- Understand how to use soft skills to communicate, problem-solve, and resolve conflict
- Apply soft skills to specific situations

Recommended Reading

Klaus, Peggy (2008) *The Hard Truth About Soft Skills: Workplace Lessons Smart People Wish They'd Learned Earlier*

Wentz, Frederick (2013) *The 10 Things Employers Expect Employees to Know: A Soft Skills Training Workbook*

Prince, Emma-Sue (2013) *The Advantage: The 7 Soft Skills You Need to Stay One Step Ahead*

Kampin, M. (2013) *Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders*

Bradbury, Travis and Jean Greaves (2009) *Emotional Intelligence 2.0*