

Soft skills are a combination of people skills, social skills, communication skills, character or personality traits, attitudes, career attributes, social intelligence and emotional intelligence quotients, among others, that enable people to navigate their environment, work well with others, perform well, and achieve their goals.

Why Do You Need Soft Skills?

According to Forbes, 94% of recruiters believe that top-notch soft skills outweigh experience when it comes to promotion to leadership positions. They are fundamental to getting the job you want now and essential for career growth. As automation expands, soft skills will become an even more significant differentiator to employers. Susan Vitale of iCIMS said, “hard skills might get your resume looked at” but soft skills “help you stand out and get you hired.” You must still possess the requisite technical skills to get the job you want, but without soft skills, you can’t compete.

Examples of Soft Skills

Communication

- Can be oral or written and allows you to express yourself effectively in the workplace.
- Verbal communication
- Non-verbal communication
- Written communication

Respect

Clarity

Confidence

Empathy

Listening

- Active listening

Constructive feedback

Friendliness

Conflict management

Delegation

Collaboration

Cooperation

Coordination

Mind mapping

Imagination

Persuasion

Idea exchange

Mediation

Negotiating

Adaptability

- Adaptability and flexibility are related skills and are about embracing and rolling with change.

Self-management

Decision-making

Calmness

Optimism

Open-mindedness

Self-confidence

Self-motivation

Problem-Solving

- A blend of using analytical and creative thinking to find solutions.

Lateral thinking

Logical reasoning

Persistence

Observation

Brainstorming

Initiative

s c r e e n **STRONG**

Reclaiming Kids. Reconnecting Families.

Negotiation

Creativity

- A broad type of soft skill that can help you develop innovative solutions to problems at work

Inspiration

Reframing

Insight

Innovation

Experimenting

Design

Divergent thinking

Professionalism

Teamwork

Integrity

Interpersonal Skills

- Skills that you use near-constantly as you interact and communicate with co-workers and management.

Humor

Mentoring

Networking

Sensitivity

Patience

Tolerance

Coping

Organization

Goal setting

Leadership

- Enables you to guide others while you fulfill the goals and mission of your organization

Selflessness

Agility

Cultural intelligence

Authenticity

Dependability

Commitment

Acuity

Recall

Self-motivated

Public speaking

Work Ethic

- Work ethic is a soft skill that proves your belief in the importance of work and its ability to strengthen your character.

Responsibility

Discipline

Positive reinforcement

Diplomacy

Time Management

- Time management skills demonstrate your ability to work efficiently and productively by using your time wisely.

Prioritizing

Self-starter

Planning

Focus

Stress management

Humility

Trust

Attention to Detail

- Allows you to be both thorough and accurate in your work.

Scheduling

Analysis

Introspection

Memory

Questioning

Generosity

Versatility