

# Workplace Soft Skills

BL-BH

## HANDOUT 1

Write the correct soft skill next to its definition.

<b>WORD BANK</b>	
Communication	Work Ethic
Time Management	Problem-Solving
Teamwork	Stress Management
Leadership	Resilience
Conflict Management	Adaptability
1.	<i>The ability to recover quickly from difficult situations or setbacks.</i>
2.	<i>The ability to be flexible and accept change easily. You are open and willing to learn new things and take on new challenges.</i>
3.	<i>The ability to organize your time and tasks so that you use your time effectively or productively.</i>
4.	<i>The ability to work well with others to achieve a common goal.</i>
5.	<i>An attitude of determination, dedication, honesty and accountability towards your job.</i>
6.	<i>The ability to manage how conflict affects you, those you work with, and your workplace or organization.</i>
7.	<i>The ability to manage stress and the effects it has on your mental and physical health.</i>
8.	<i>The ability to give and receive information effectively. This can be written, verbal, or nonverbal.</i>
9.	<i>The ability to support, coach, and train other people to improve their skills and reach their goals or the goal of a company or organization.</i>
10.	<i>The ability to find solutions to difficult issues.</i>