

Soft Skill

Building his/her identity: Uses

I. Complete the ideas logically. Use the words from the box:

Empathic listening – negotiation – prioritization – adaptability – creativity – problems – delegation – learned - Analytical thinking – conflicts

Soft skills are non-technical skills that describe how you work and interact with others. Unlike hard skills, they are not _____ in a course, like programming, Math, History, etc. Instead, they reflect your communication style, way of working, interaction, etc. These skills include everything from how you talk to teammates to how you think about school/workplace _____.



Some of them are: Delegation, negotiation, conflict resolution, empathetic listening, decision-making, communication, team-building, analytical thinking, etc.

Can you investigate and find another soft skill that starts with matches this condition?
Starts with A and it's formed by 12 letters. The skill is: _____.

Those skills generally fall into several different categories:

Communication skills: They describe how you interact with the people you study/work with. These skills are vital in getting your ideas across in a meeting, sharing your ideas, or effectively negotiating with your partners. Some of these skills include: Public speaking, confidence, friendliness, _____, etc.

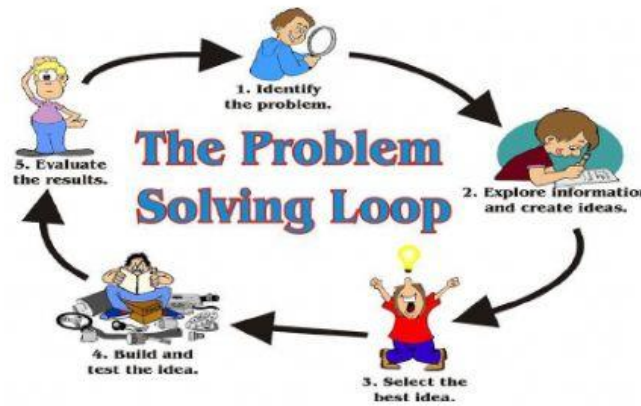




Leadership skills: They are essential in all types of roles, even if you're not directly managing a group. Some of those skills are: Team building, adaptability, _____, decision-making, etc.

Teamwork skills: They are critical in any place to work harmoniously. These skills aren't just about getting along. It's also essential to know when to disagree and push back to get the best result. Some soft skills include: _____, conflict resolution, rapport-building, respectfulness, etc.

Problem-solving skills: It is necessary to know how to solve problems and find the best solution because _____ happen anywhere and anytime. No matter what role you're taking on, you will need to think creatively, analytically, and logically to understand why problems are happening and how to solve the issue. Some of them are: Analysis, decision-making, _____, communication, innovation, etc.



Critical thinking skills: these skills help people identify the root cause of an issue. Critical thinks analyze, research, identify, and think outside the box to make sense of information. Critical thinking helps people solve problems and challenge preconceived notions to help create the best path forward. Some of them include: _____, research, questioning, decision-making, etc.

Time management skills: They ensure people perform their work efficiently and productively. With them, people avoid wasting time to reach a goal. Some of the demand: detail oriented, _____, motivated, ambitious, etc.

	URGENT	NOT URGENT
IMPORTANT	DO NOW	DO NEXT
NOT IMPORTANT	DO LATER OR DELEGATE	IGNORE

Adapted from: <https://www.theforage.com/blog/basics/what-are-soft-skills-definition-and-examples#soft-skills-examples>

You are doing a great job!