HANDOUT 1

Write the correct soft skill next to its definition.

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

LIVEWORKSHEETS