

10 SOFT SKILLS

Having technical skills & knowledge is only part of being the best you can be in the workplace. In addition to hard skills, soft skills allow us to work effectively with others.



Communication

The ability to communicate **clearly** and professionally is more than just sending a message. It's the ability to **receive, listen,** and **hear** what is **NOT** being said.

It's called

TEAMWORK!



Building a team that leverages everyone's talents and ensures each person contributes is essential.

Problem-SOLVING



Learning how to apply problem-solving skills enhances productivity and helps to cultivate relationships by focusing on shared goals and solutions.

Attitude and Work Ethic

A positive attitude and a solid work ethic better prepares you for challenges and setbacks while also making you more approachable to foster stronger working relationships.



TIME Management

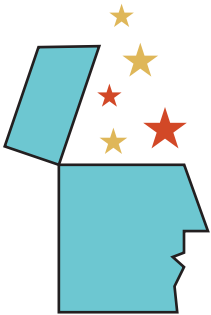
We all start each day with
1,440
minutes.

Effectively managing that time will determine your level of productivity and your level of success.

Self Confidence



Demonstrating self-confidence helps demonstrate that you are skilled, experienced, and adaptable.



Openminded

Learning from criticism shows that you value what others think, that you're open to collaboration, and that you're committed to delivering great results.

NETWORKING



Shifting your mindset to what you can offer in a networking relationship can help you make more meaningful connections.

Empathy



Practicing this core component of emotional intelligence will strengthen the bond you have with your team members. Work on your ability to better identify with the experiences of others with compassion and understanding.

Adaptability and Flexibility



Change can be **SCARY** but learning to adapt through stressful working conditions is essential to personal and professional growth.