

SOFT SKILLS

Soft skills are personal characteristics and interpersonal skills that are beneficial in the workplace.¹

Aside from qualifications, soft skills make you an attractive candidate to employers.¹



Careers reliant on soft skills are projected to take up **2/3** of all jobs by 2030.⁴

Why are they beneficial?³

Career success depends on how well you interact with and treat others. Soft skills improve the atmosphere and productivity of the workplace. Employers are more likely to choose a candidate who has soft skills over one who does not.



How can I improve my soft skills?³

Soft skill development requires receiving feedback and making changes accordingly. Seek resources that provide soft skill tips and strategies to help you understand what skills you need to improve on.

Key Soft Skills:

Interpersonal Skills¹¹

This term acts as an umbrella that holds other important soft skills under it. These skills may include:

- Communication
- Active Listening
- Teamwork
- Respect
- Motivation
- Patience



Stress Management¹¹

Stress management is the ability to remain calm under pressure. This soft skill requires being aware of your surroundings and employing coping mechanisms where needed.

Time Management⁵

Time management involves responsibilities in a timely manner. It requires appropriately prioritizing tasks and completing them within a certain time frame.



Using Technology⁶

A wide variety of technology is used in different workplace environments. Workplace success relies on how well you adapt and your willingness to learn new and unfamiliar technologies.



Critical Thinking⁵

Making informed decisions relies on critical thinking skills. The ability to work through outcomes and available avenues before taking action prevents easily avoided mistakes.



Work Ethic⁵

Commitment and a strong work ethic improve your credibility. This soft skill increases your reliability and dependability in the workplace.



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