

Webinar:

Best Practices for Teaching Soft Skills



Realityworks®
Live it. Learn it.™

100% EMPLOYEE-OWNED





Presented by

Emily Kuhn

Senior Campaigns Specialist

Realityworks[®]
Live it. Learn it.[™]

100% EMPLOYEE-OWNED

Attendees will review:

- Who is Realityworks, Inc.
- Who are today's students and what makes them unique?
- Techniques for teaching soft skills
- Realityworks' soft skills programs
- Additional resources
- Q&A

Who is Realityworks?



We partner with educators, administrators and industry leaders to ensure our offerings meet their needs and make lessons truly meaningful.

Realityworks
Live it. Learn it.
100% EMPLOYEE-OWNED

The background image shows a trade show booth with an orange overlay. In the upper section, a sign for 'Hall J' is visible. Below it, there are two 'Realityworks' signs. To the left, a sign partially reads 'FACS'. In the lower section, a person is seen working at a computer, and various trade show equipment like boxes and a laptop are visible.

The Faces of CTE: Who Are Our Students

Gen Z: 20% of US population

- 51% are students
- Relevancy matters
- WHY are they learning what they are?
- HOW will they apply it to the real world?

Source:

<https://explodingtopics.com/blog/gen-z-stats>



Gen Z students vs. Millennial students



Compared to Millennials, Generation Z students have...

- Even shorter attention spans
- Even better technology skills
- Even stronger desire for real-world learning

Source:

<https://greekreporter.com/2022/09/23/genz-vs-millennials/>

Understanding generational differences

Key characteristics of Gen Z students:

- “Technoholics”
- Visual communication using technology
- Get it now. Do it now. Learn it now!

Silents	Baby Boomers	Generation X	Generation Y	Generation Z
Born 1925-1945	Born 1946-1964	Born 1965-1981	Born 1982-1995	Born 1996-2009
a.k.a. Traditionalists Veterans Builders	a.k.a. Boomers Me Generation	a.k.a. Gen X Latch-Key Kids MTV Generation 13 th Generation	a.k.a. Gen Y Millennials Echo Boomers	a.k.a. iGeneration (iGen) Post-Millennials Centennials
Telephone	TV	PC	Internet	iPhone, Social Media
Largely disengaged from technology	Early IT adopters	Digital immigrants	Digital natives	Technoholics
Face-to-face	Face-to-face; telephone or email if required	Text messaging or email	Online/social media and text messaging	Visual communication using technology
Teach Me Prefer a structured "command and control" oriented learning, classroom lectures, books and on-the-job training	In Person Prefer classroom setting with in-class participation; will use technology and may prefer books to reading online	Learn by Doing Prefer self-directed learning and freedom to figure things out on own; computer before books	Short and Sweet Thrive on flexibility and space to explore; favor on-demand, highly personalized and interactive training	Get it Now. Do it Now. Learn it Now. Want to learn on their own terms; prefer visual and interactive, bite-sized and hands-on learning; use of technology and social media is a given

The background image shows a trade show booth with an orange overlay. In the upper section, a sign reads "Hall J". Below it, a woman's face is visible on a screen. To the left, a sign says "FACS," and to the right, a sign says "Realityworks". In the lower section, a person is seen interacting with a laptop on a table, with various boxes and equipment around them.

What Are Soft Skills?



“The future of work is inextricably linked to the future of learning. How we educate our youth translates into their preparedness as they enter the workforce. And how we retrain and upskill our existing workforce allows them to stay relevant in a changing work environment.”

Institute of the Future

Why do soft skills matter?

- In 2014, CNBC reported that **44% of employers** cited soft skills as the biggest gap in the US workforce
- In 2019, LinkedIn's Global Talent Trends report found that **92% of professionals** report soft skills are as important as hard skills
- Today, **nearly 3 in 4 employers** say they have a hard time finding graduates with the soft skills their companies need
- **Get your poster:**
<https://www.realityworks.com/resources/realityworks-interactive-posters/>

Sources: <https://www.cnbc.com/id/101012437>, https://business.linkedin.com/content/dam/me/business/en-us/talent-solutions/resources/pdfs/global_talent_trends_2019_emea.pdf,
<https://www.insidehighered.com/views/2023/01/11/career-readiness-initiatives-are-missing-mark-opinion>

The poster is titled "Realityworks SOFT SKILLS" and features the tagline "Live it. Learn it." at the top. It defines soft skills as personal characteristics and interpersonal skills beneficial in the workplace. It states that soft skills make a candidate attractive to employers and that 2/3 of all jobs by 2030 are projected to be soft skills-reliant. The poster lists key soft skills: Interpersonal Skills (Communication, Active Listening, Teamwork, Respect, Motivation, Patience), Stress Management (remaining calm under pressure), Time Management (prioritizing tasks), Using Technology (adapting to new technologies), Critical Thinking (making informed decisions), and Work Ethic (commitment and reliability). Each skill is accompanied by a small icon and a brief description.

Realityworks
Live it. Learn it.

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?²
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 Thinking⁷
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 Ethic⁸
Commitment and a strong work ethic improve your credibility. This soft skill increases your reliability and dependability in the workplace.

Realityworks
Live it. Learn it.

THE 2023 REALITYWORKS POSTER
© 2023 Realityworks, Inc. All rights reserved.
Reproduction without permission is prohibited.

JOIN US ON: [Social media icons]

The background image shows a trade show or conference floor. In the upper half, there are large white pillars, a sign for 'Hall J', and a 'Realityworks' booth with a woman's portrait. In the lower half, people are seen interacting at a booth with various equipment and a laptop. The entire image is covered with a semi-transparent orange filter.

10 Ways to Teach Soft Skills in Any Class

TIP: Assign group work to foster teamwork

“I encourage teamwork in my classroom by having my students work together in groups to present valuable information to their fellow classmates. Sometimes information is received differently when it comes from your peers. This helps me understand their ability to work as a team and see who can be a team player.”

- *Ashley Edmonds, Family & Consumer Sciences Teacher, Jack Britt High School, NC*



TIP: Begin each class with a handshake



CLASSROOM ENGAGEMENT, CLASSROOM MANAGEMENT

The Power of a Handshake

Posted by ELIZABETH BAFF on JULY 4

- Do it daily!
- Ensure the encounter includes eye contact and a polite greeting
- **See it in action:**
https://www.youtube.com/watch?v=IQzAKjhaESY&list=UUn8MB_Vlq4ZoK3mxZ-1cSig&index=2

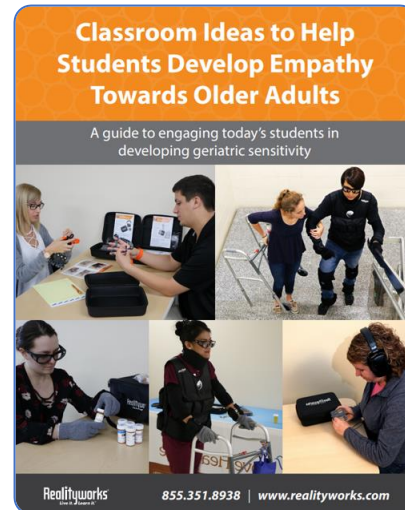
TIP: Cultivate empathy

“With every lesson concept, reminders on the importance of empathy should be built in. Use case studies and simulation to prepare them to handle uncomfortable topics. Personally, I also like to include exam questions on selecting the best empathetic response or professional behavior for the situation. We need to help our students build that human-to-human connection.”

- *Kasey Carlson, MSN, MEd, Nursing Curriculum Technology Manager, WI*

Free guide: Classroom Ideas to Help Students Develop Empathy Toward Older Adults

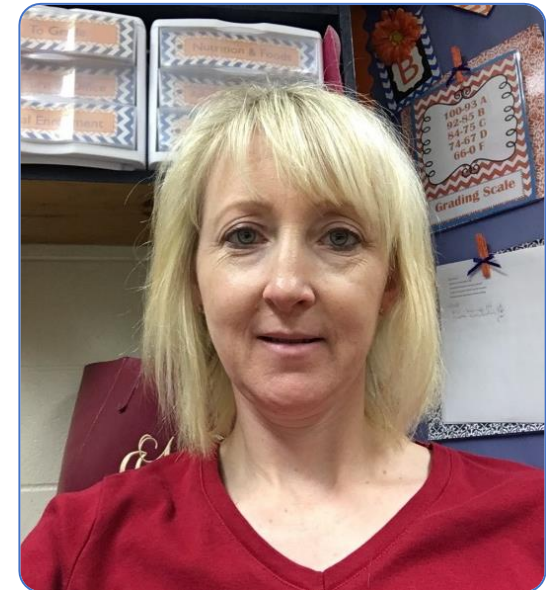
Download: <https://www.realityworks.com/geriatric-training-tools/>



TIP: Add relevancy with real-world examples

“My high school students may have jobs at Pizza Hut, Raising Canes, McDonald’s, etc., but soft skills are still needed in those jobs. As I teach students about their future professions, we discuss how soft skills are used in their current jobs. For instance, teamwork and communication are needed to keep food safe as one person cooks burgers to the correct temperature, and another prepares and serves it the proper way.”

- Jennifer Hebert, culinary teacher, Beau Chene High School, LA



TIP: Incorporate scenario-based learning



- **Classic scenarios:** Job interviews, dealing with customer complaints, handling disruptive clients, marketing new products
- **New ideas:** Incorporate technology, debate, bring in others
- **Free guide:** Using Scenario-Based Learning To Explore Careers
Download here: <https://www.realityworks.com/sample-scenario-cards/>

Idea: Practice professionalism daily

- Suggested requirements:
 - Arrive on time
 - Come prepared
 - Use proper spelling and punctuation
 - Dress for success
- The key is consistency
- Set clear expectations
- Lead by example



Idea: Implement networking activities

- Time the interactions
- Use pre-planned questions or cue cards
- Debrief afterwards:
 - How much did you learn?
 - Did it feel like a conversation?
 - What made it easier or more difficult?



Idea: Make intentional assignment tweaks



- Adaptability – the new competitive advantage!
- Add a new requirement
- Shift a deadline
- Work with students to manage frustration



Idea: Make time for reflection

When?

- Before something important (or are expected to do something)
- During something important
- After something important

Idea: Use a feedback rubric

- Set expectations
- Keep it anonymous
- Moderate and review





Tools for teaching soft skills in any class

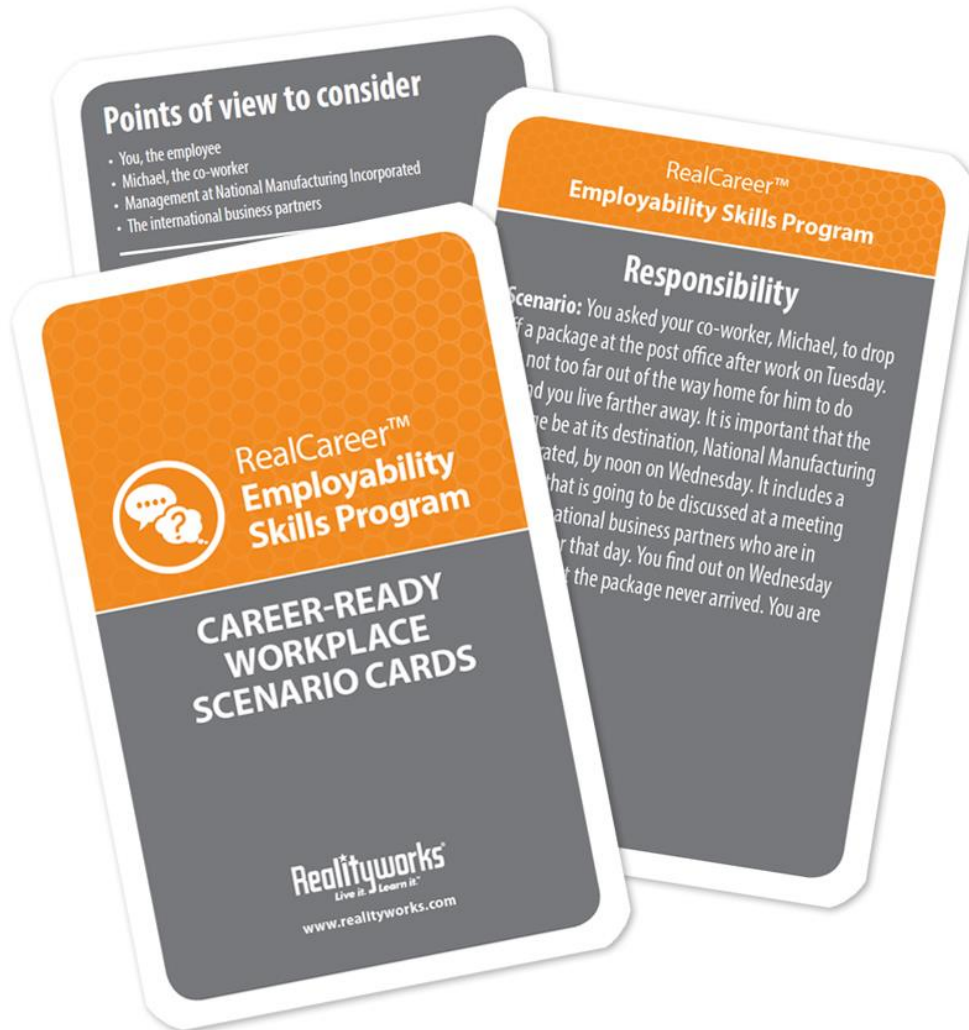


Employability + Leadership + Entrepreneurship



- **Options:**
 - Employability, Leadership and Contemporary Entrepreneurship Programs (paper-based)
 - Employability, Leadership and Contemporary Entrepreneurship Programs (online)
- Designed for use in any class
- Real-world scenarios and activities
- Printable completion certificates
- Available in print or online
- **Details + free trials:**
<https://www.realityworks.com/product-category/soft-skills-training/>

Soft skills activity cards



- Written by industry professionals
- Themed around specific careers
- Key questions included
- **Free samples:**
<https://www.realityworks.com/sample-scenario-cards/>



More resources!



Free resources

- **Free infographics:**
<https://www.realityworks.com/resources/realityworks-interactive-posters/>
- **Free Guide: 5 Ideas for Incorporating Soft Skills Into any Classroom:**
<https://www.realityworks.com/soft-skills-implementation/>
- **Free lessons:**
 - [12 Easy Entrepreneurship Activities For Any Class \(Plus 3 Free Lessons\) – Realityworks](#)
 - [3 Free Lessons to Help Students Develop Power Skills - Realityworks](#)

KEY SOFT SKILLS TO PRACTICE

Soft skill development helps individuals navigate the modern workplace. Soft skills improve the quality of everyday actions. Below are 8 key soft skills to practice.¹²

Responsibility⁸

Responsibility relates to having authority over something that is within your control. At the workplace, responsibility could entail being held accountable for completing any tasks assigned to you.

Flexibility¹¹

Flexibility requires adapting to a changing environment. This involves handling feedback and adjusting to different situations as they arise.

Self-Confidence¹⁰

Confidence plays a huge role in performance. A confident employee is productive and able to contribute their best work. Confidence also means taking on projects that may lead to unfamiliar territory.

Interviews⁷

While recruiters are interested in your qualifications, they are also evaluating how well you will fit into the company. Exercising soft skills during interviews shows your ability to work professionally with others and contribute to the team.

Problem-Solving¹¹

This soft skill involves coming up with solutions to problems that may arise. To be successful in this area it is important to think "outside of the box" when it comes to complex problems.

Negotiation¹¹

Negotiation involves asserting influence and persuading others. This typically means finding solutions that benefit both parties.

Presentation Skills¹¹

Presentation skills involve presenting ideas clearly and persuasively. This uses other soft skills like communication, self-confidence, and stress management.

Networking⁹

Networking is the act of building connections with people who share common interests. Broadening your network opens you up to business opportunities, whether that is recruiting or being hired onto a job.

Realityworks
Live it. Learn it.[™]

1114 000 2040
www.realityworks.com
©2018 Realityworks Inc. All rights reserved.
Realityworks is a registered trademark of Realityworks Inc.

JOIN US ON
Facebook LinkedIn Twitter YouTube Instagram
Check out Realityworks' products and services on our website
by visiting www.realityworks.com

Now what?

- **Download our soft skills guide:**
<https://www.realityworks.com/soft-skills-implementation/>
- **Start a free trial** of our online soft skills programs:
<https://www.realityworks.com/product/online-employability-skills-programs/>
- **Request a consultation:**
<https://realityworks.pages.salesfusion.com/consultationrequest-softskillswebinar>





Let's connect!

We can help you start or refresh your own program!

Scan to:

- Connect with your local Realityworks account manager
- Request a free quote
- Ask questions and more

Scan me

A white curved arrow starts from the end of the 'Scan me' text and points upwards and to the left, directly at the QR code.

Realityworks[®]
Live it. Learn it.™

100% EMPLOYEE-OWNED



Questions?

