DEVELOPING SOFT SKILLS

Soft skills are personal and **interpersonal traits** that affect how you **interact with others and approach work.**

Click on each underlined title for a link to a video!

SMART Goals:

SMART goals are clearly defined objectives that are Specific, Measurable, Achievable, Relevant, and Time-bound to improve focus and success in goal-setting. Utilizing SMART goals shows employers you can set clear, realistic objectives, track progress, stay organized, and deliver results efficiently: skills that directly improve productivity and team performance.

Time Management:

Time management is the ability to plan, prioritize, and control how you spend your time to work efficiently and meet deadlines.

Time management is important to employers because it directly affects productivity, efficiency, and reliability in the workplace.

Growing your EQ:

EQ (Emotional Intelligence) is the ability to recognize, understand, manage, and respond to your own emotions and the emotions of others. EQ helps people build relationships, make thoughtful decisions, and work well under pressure: all qualities that make employees more effective and valuable.

Adaptability and Resilience:

Adaptability and resilience are crucial in the workplace because they help employees handle change, challenges, and uncertainty without losing focus or productivity.

Critical Thinking:

Critical thinking is important to employers because it shows you can analyze information, solve problems, and make sound decisions: all without needing direction.

Conflict Resolution:

Conflict resolution is important to employers because it helps maintain a positive, productive, and cooperative workplace.

Empathy and Active Listening:

Empathy and active listening are important to employers because they build stronger relationships and create a more supportive, effective workplace.

Giving & Receiving Feedback:

Giving and receiving feedback are important qualities to employers because they drive continuous improvement and foster a culture of growth.