

Soft Skills Resource Guide





THRIVE CONNECT JOB READINESS

SOFT SKILLS

What Are Soft Skills?

Soft skills are the human side of work—how we communicate, adapt, lead, and handle pressure. While hard skills help you get the job, soft skills help you keep it, grow in it, and thrive—not just professionally, but in every part of your life.

This guide covers five essential soft skills to help you build confidence, become more effective in the workplace, and prepare for long-term success.

01

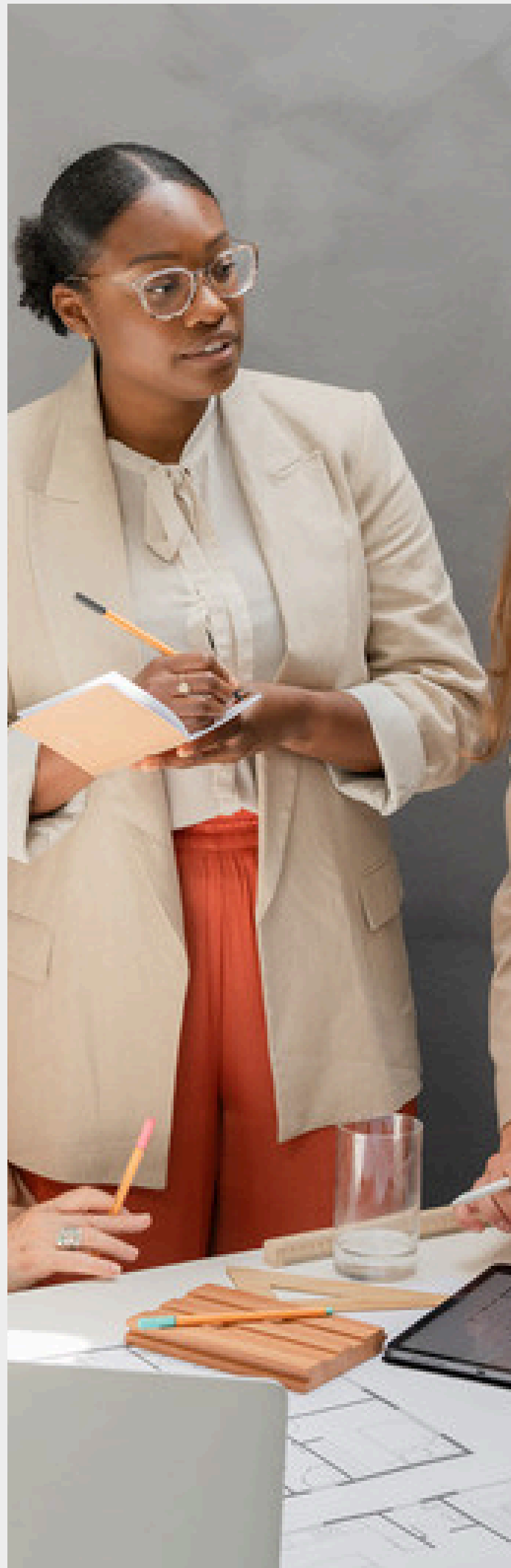
TIME MANAGEMENT

Definition: Organizing and prioritizing tasks to meet deadlines while reducing stress.

Key Habits to Practice:

- Start your day with 1–3 top priorities.
- Break big tasks into smaller steps to avoid overwhelm.
- Use a calendar or timer to stay on track.
- Being on time means ready to work at your scheduled start—not just walking in the door.
- Call ahead if you're running late. Communication builds trust.

💡 Tip: Time management is a muscle—the more you practice, the stronger it gets.





RESOURCES

BOOKS

Eat That Frog! by Brian Tracy

👉 <https://amzn.to/3DxCk9h>

168 Hours: You Have More Time Than You Think by Laura Vanderkam

👉 <https://amzn.to/3Qw3LP6>

PODCASTS

The Productivity Show – Asian Efficiency

Beyond the To-Do List – Erik Fisher

VIDEOS

[Time Management Skills - CrashCourse on YouTube](#)

[5 Time Management Tips That Actually Work – Matt D'Avella](#)

📺 Udemy Course

Time and Task Management: Time Management Techniques
– Joseph Phillips

https://www.udemy.com/course/time_task_management/

02

WORK ETHIC & DEPENDABILITY

Definition: Bringing consistent effort, follow-through, and a positive attitude to your job every day.

Key Habits to Practice:

- Take initiative—don't wait to be told what to do.
- Follow through, even when the task is tough or boring.
- Support your team and stay engaged, especially during busy times.
- Let others know if you can't meet a deadline. Dependability includes communication.

💡 Tip: People who consistently show up and follow through are the ones trusted with growth and leadership.





RESOURCES

BOOKS

Grit by Angela Duckworth

👉 <https://amzn.to/3QCljxl>

Drive by Daniel H. Pink

👉 <https://amzn.to/3QUHkMe>

PODCASTS


WorkLife with Adam Grant

The Ed Mylett Show – Discipline & Motivation

VIDEOS

[Angela Duckworth: Grit - TED Talk](#)

[Discipline Equals Freedom – Jocko Willink](#)

 Udemy Course

Productivity and Time Management for the Overwhelmed –
Josh Paulsen

<https://www.udemy.com/course/productivity-and-time-management/>

03

EMOTIONAL INTELLIGENCE

Definition: Recognizing and managing your emotions while understanding and responding to others'.

Key Habits to Practice:

- Use your survivor strength—reading people—to build strong workplace relationships.
- Pause and name what you're feeling before reacting.
- Practice empathy: ask, 'What might this person be dealing with?'
- Self-regulation helps you stay focused, even when things don't go your way.

💡 Tip: People with high EQ handle conflict calmly and lead with empathy. That's a strength employers notice.





RESOURCES

BOOKS

Emotional Intelligence 2.0 by Travis Bradberry & Jean Greaves

👉 <https://amzn.to/3QDRK6M>

Permission to Feel by Marc Brackett

👉 <https://amzn.to/3QCFgb1>

PODCASTS

The Science of Happiness – GGSC at UC Berkeley

Emotions Mentor Podcast – Rebecca Hintze

VIDEOS

[What is Emotional Intelligence? – Daniel Goleman](#)

[Improve Emotional Intelligence in 10 Minutes – MindTools](#)

📺 Udemy Course

The Emotionally Intelligent Leader – Robin Hills

<https://www.udemy.com/course/the-emotionally-intelligent-leader/>

04

CONFLICT RESOLUTION

Definition: Handling disagreement or feedback calmly, respectfully, and with a focus on solutions.

Key Habits to Practice:

- Take feedback as a tool for growth, not as a personal attack.
- If something's unclear, ask: 'Can you show me what you're looking for?'
- With peers, focus on the problem—not the person.
- With managers, express disagreement respectfully: 'Can I share another idea that might work too?'

💡 Tip: People who manage conflict constructively earn trust—and often get leadership opportunities because of it.





RESOURCES

BOOKS

Crucial Conversations by Patterson, Grenny, McMillan & Switzler

👉 <https://amzn.to/3QUmxfr>

Thanks for the Feedback by Douglas Stone & Sheila Heen

👉 <https://amzn.to/3DnE0m5>

PODCASTS

Dare to Lead Podcast with Brené Brown – Handling Conflict
Coaching for Leaders – Handling Difficult Conversations

VIDEOS

[How to Have Difficult Conversations – Harvard Business Review](#)

[Conflict Resolution Skills – MindTools](#)

📺 Udemy Course

Conflict Resolution and Leadership – Héctor Peña

<https://www.udemy.com/course/udemy-conflict-resolution-and-leadership-419877/>

05

LEADERSHIP SKILLS

Definition: Demonstrating initiative, solution-focused thinking, and motivation—even without a title.

Key Habits to Practice:

- Leadership means seeing problems and offering solutions.
- Motivate others by staying positive under pressure.
- Take responsibility and be someone others can rely on.
- Support your team and speak up when it helps everyone succeed.

💡 Tip: Leadership isn't a title—it's how you show up. Leaders help others rise with them.





RESOURCES

BOOKS

Leaders Eat Last by Simon Sinek

👉 <https://amzn.to/3QvXIb5>

Multipliers: How the Best Leaders Make Everyone Smarter
by Liz Wiseman

👉 <https://amzn.to/3QEVKMZ>

PODCASTS

Coaching for Leaders – Dave Stachowiak

The Look & Sound of Leadership – Tom Henschel

VIDEOS

[Simon Sinek – Why Good Leaders Make You Feel Safe \(TED\)](#)

[How to Lead in a Crisis – Harvard Business Review](#)

📖 Udemy Course

Leadership: Practical Leadership Skills – Chris Croft (from
general listing)

<https://www.udemy.com/course/leadership-practical-leadership-skills-master-leadership-skills/>