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| --- | --- | --- | --- | --- | --- | --- |
| Communication | Critical Thinking | Leadership | Positive Attitude | Teamwork | Work Ethic | Other soft skills |
| Awareness of others  Emotion management  Listening  Negotiation  Nonverbal communication  Persuasion  Presentation  Public speaking  Reading body language  Can communicate sensitive topics  Storytelling  Verbal communication  Visual communication  Writing reports and proposals  Writing skills | Adaptability  Artistic aptitude  Creativity  Critical observation  Critical thinking  Design aptitude  Desire to learn  Flexibility  Innovation  Logical thinking  Problem solving  Research  Resourcefulness  Thinking outside the box  Tolerance of change and uncertainty  Troubleshooting  Value education  Willingness to learn | Conflict management  Conflict resolution  Deal making  Decision making  Delegation  Dispute resolution  Facilitation  Giving clear feedback  Inspiring people  Leadership  Management  Managing difficult conversations  Managing remote/virtual teams  Meeting management  Mentoring  Motivating  Performance management  Project management  Resolving issues  Successful coaching  Supervising  Talent management | Confidence  Cooperation  Courtesy  Energy  Enthusiasm  Friendliness  Honesty  Humorous  Patience  Respectability  Respectfulness | Accepting feedback  Collaboration  Customer service  Dealing with difficult situations  Dealing with office politics  Disability awareness  Diversity awareness  Emotional intelligence  Empathy  Establishing interpersonal relationships  Dealing with difficult personalities  Intercultural competence  Interpersonal skills  Influence  Motivating  Networking  Persuasion  Self-awareness  Selling skills  Social skills  Team building  Teamwork  Tolerant | Attentiveness  Business ethics  Competitiveness  Dedication  Dependability  Following direction  Independence  Meeting deadlines  Motivation  Multitasking  Organization  Perseverance  Persistence  Planning  Proper business etiquette  Punctuality  Reliability  Resilience  Results-oriented  Scheduling  Self-directed  Self-monitoring  Self-supervising  Staying on task  Strategic planning  Time management  Trainability  Working well under pressure | Assertiveness  Business trend awareness  Follows instructions  Follows regulations  Follows rules  Independent  Interviewing  Knowledge management  Performs effectively in a deadline environment  Problem solving  Process improvement  Quick-witted  Results oriented  Safety conscious  Scheduling  Self-awareness  Self-supervising  Stress management  Technology savvy  Technology trend awareness  Work-life balance |