

Module#2 Career Development Learning

Name _____ Class number: _____
Section: _____ Schedule: _____ Date: _____

Lesson title: Basic of Computing Platform: What are Soft skills?

Learning Targets:

1. Why are soft skills important?
2. How to improve soft skills?
3. What is soft skills training?

A. Introduciton

What Are Soft Skills?

Soft skills are character traits and [interpersonal skills](#) that characterize a person's relationships with other people. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills.¹ Sociologists may use the term "soft skills" to describe a person's emotional intelligence quotient (EQ) as opposed to intelligence quotient (IQ).

Soft skills have more to do with who people are than what they know. As such, they encompass the character traits that decide how well one interacts with others and usually are a definite part of an individual's personality. In a competitive [labor market](#), employees who demonstrate that they have a good combination of hard and soft skills often see a greater demand for their services.

B. Main Lesson

Understanding Soft Skills

Employers look for a balance of hard skills and soft skills when [making hiring decisions](#). For example, employers value skilled workers with a track record of getting jobs done on time. Employers also value workers with strong communication skills and a strong understanding of company products and services. When communicating with prospective clients, workers with soft skills can put together compelling presentations even if their specific job is not in sales or marketing. Another valued soft skill is the ability to coach fellow co-workers on new tasks.

[Company leaders](#) often are most effective when they have strong soft skills. For example, leaders are expected to have good speaking abilities, but great leaders are also good at listening to workers and to other leaders in their fields

Why are soft skills important?

How well you interact and treat others is crucial for career success. Trust develops through positive interactions and relationships, and productivity increases in environments where soft skills flourish.

How do I improve soft skills?

Although not customarily acquired through formal training, soft skills can be learned. To improve soft skills, the person must be open to feedback and make decisions to change behaviors. Training can provide tips and strategies for developing better practices, such as active listening and empathizing with others. And practicing can strengthen areas where deficiencies exist.

What is soft skills training?

Soft skills training is training to help develop or improve interpersonal skills. It consists of lessons to improve communication, increase active listening, resolve conflicts, and more.

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<https://www.investopedia.com/terms/s/soft-skills.asp>