



Workshop Soft Skills Series:

Mastering Soft skills for Career Performance

With Alif Nurrahman



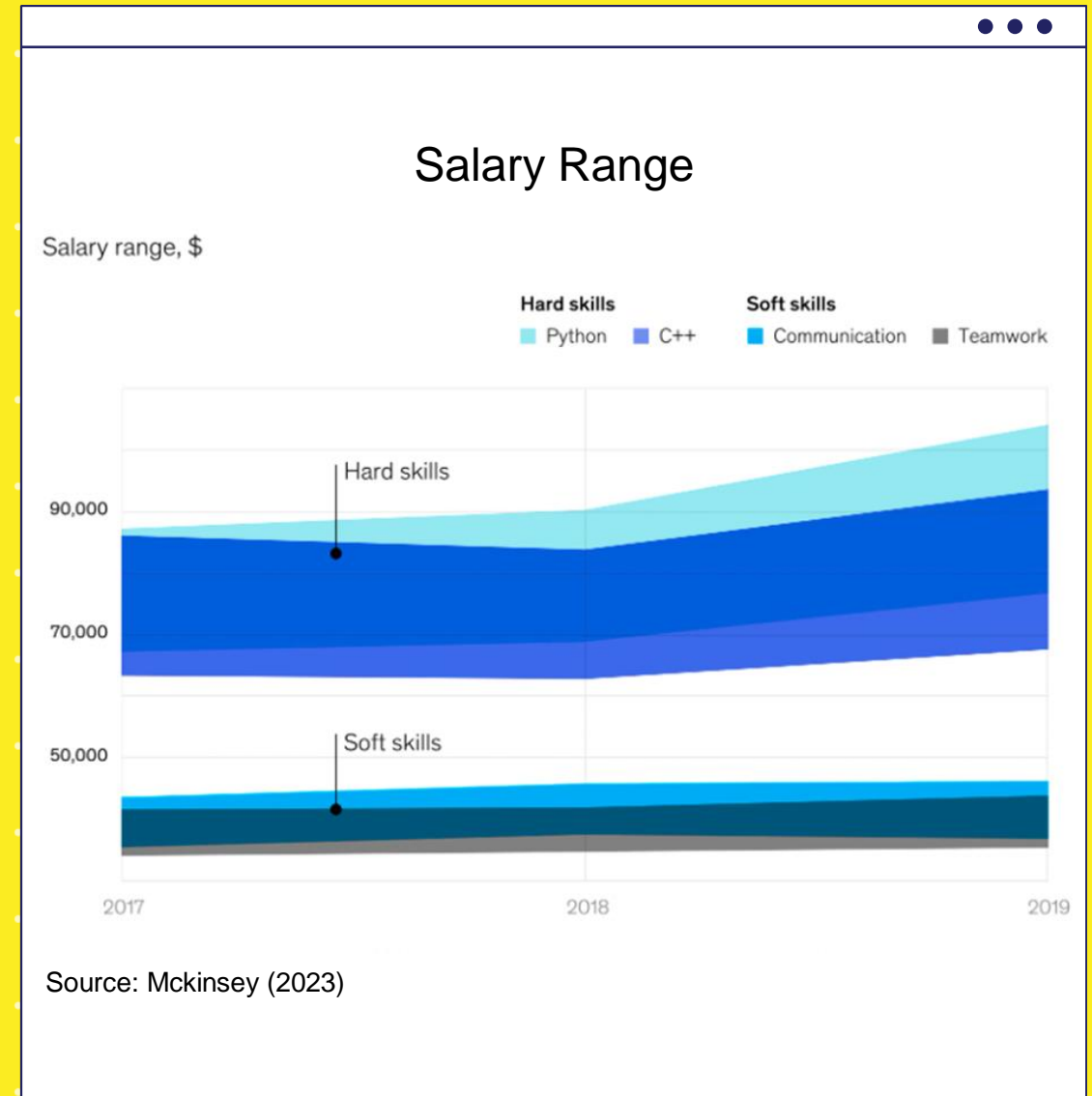
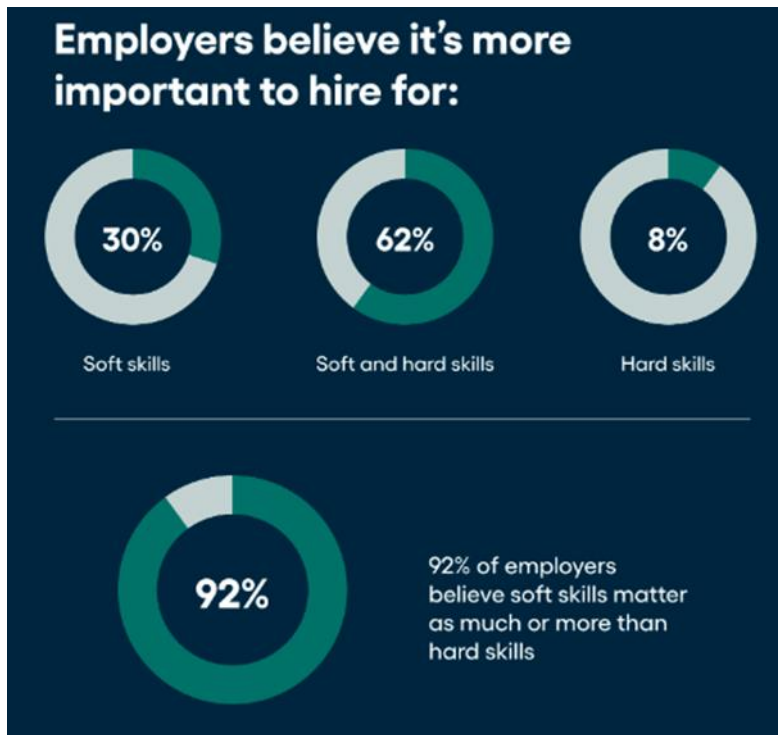
Via Zoom Meeting

November 30 | 4-5 pm



Soft Skills vs Hard Skills

“Emotional intelligence bolsters the hard skills, helping us think more creatively about how best to leverage our technical chops.”

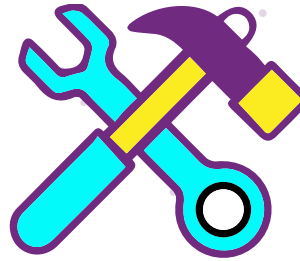


Why Soft Skills Are More In Demand Than Ever?



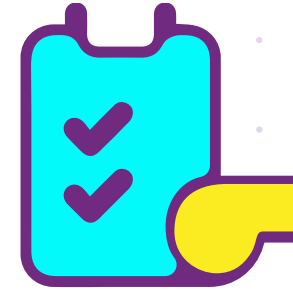
Soft Skills Provide Career Longevity

89% of recruiters say that when a hire doesn't work out, it usually comes down to a lack of soft skills.



Soft Skills are Highly Transferable

Soft skills also make it easier to change careers, half of current work activities have the potential to be automated by 2055.



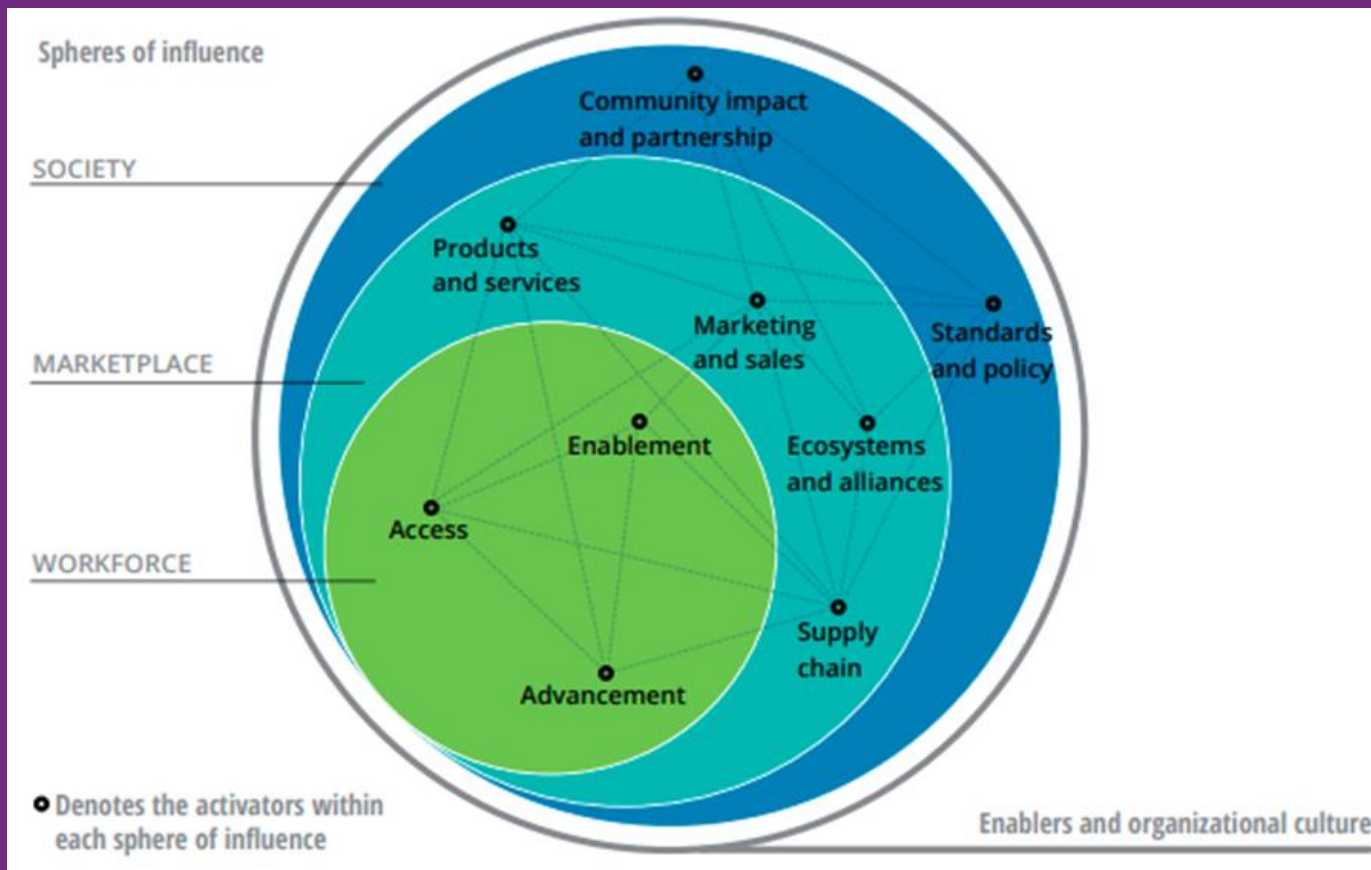
Soft skills are Essential for Remote Work

Effectively communicating and collaborating have become a top priority because those skills are vital to succeed in a virtual world.

“Hard skills can help you get a recruiter's attention, but soft skills can help you land the job.”

Soft Skills Development: The Urgency

The equity imperatives: Deloitte (2022)



AI, AI, AI!

Employment rates are now above pre-pandemic levels

Employment rate index, 100 = December 2019

Euro area OECD average United States



Employment in the OECD area stabilised in April 2023 at a rate about 3% higher than its pre-crisis level.

Profits have outpaced labour costs in many countries

% cumulative change of unit labour costs and unit profits, Q4 2019 - Q1 2023



Company profits have increased more than labour costs, suggesting the cost-of-living crisis has not been shared equally by everyone.

High-skill jobs are the most exposed to advances in artificial intelligence

Exposure to AI (the extent that AI capabilities can match tasks performed by workers in various occupations, min = 0 max = 1)



Workers are divided about the impact of artificial intelligence on jobs

Almost two-thirds of workers using AI in finance and manufacturing (63%) said that it had improved enjoyment in their job.

However, 60% of workers are also worried about losing their jobs to AI in the next ten years.



Lack of relevant skills is a barrier to using artificial intelligence

2 out of 5 companies declare that the lack of relevant skills is a barrier to using AI at work.



Social partners, such as trade unions and business associations, can facilitate the use of AI by helping to decide which AI technologies are adopted, securing key worker rights as well as helping them to develop new skills.

Urgent action is needed to ensure trustworthy AI in the workplace

57% of workers in finance and manufacturing whose employer uses AI worry about their privacy.

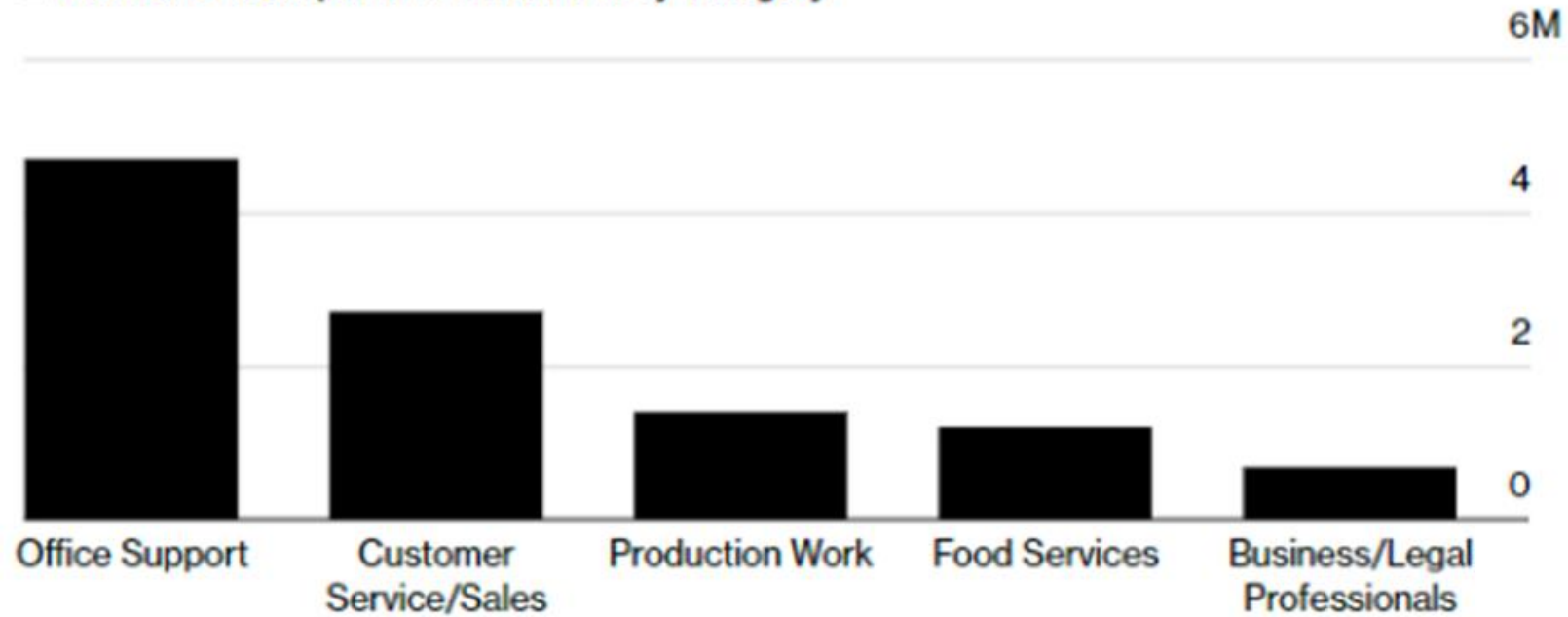


Many countries have developed principles and some are introducing AI specific regulations, but much remains to be done to ensure trustworthy use of AI in the workplace.

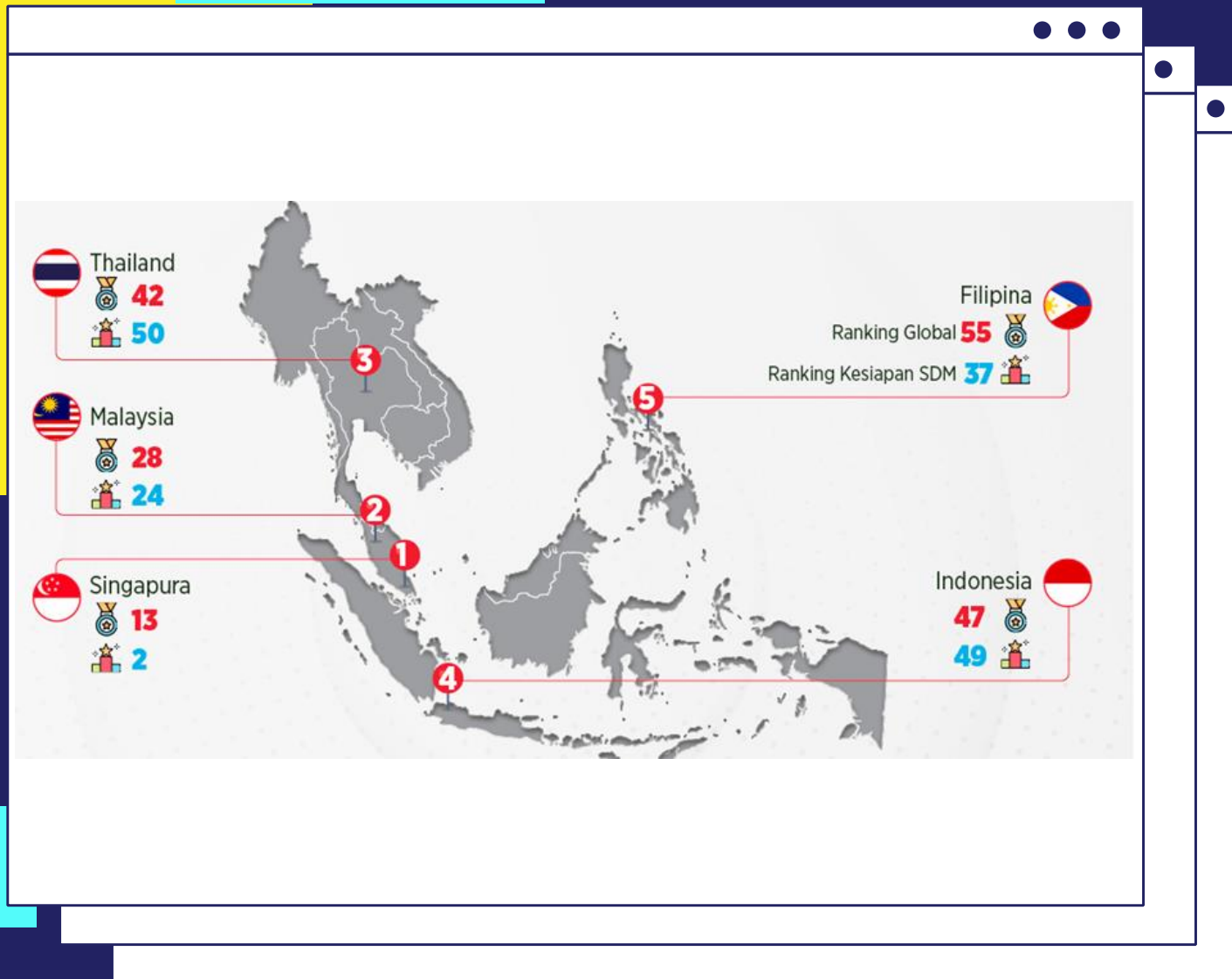
Millions May Need to Change Occupations by 2030

Low-wage US workers to be hit the hardest

■ Number of occupational transitions by category



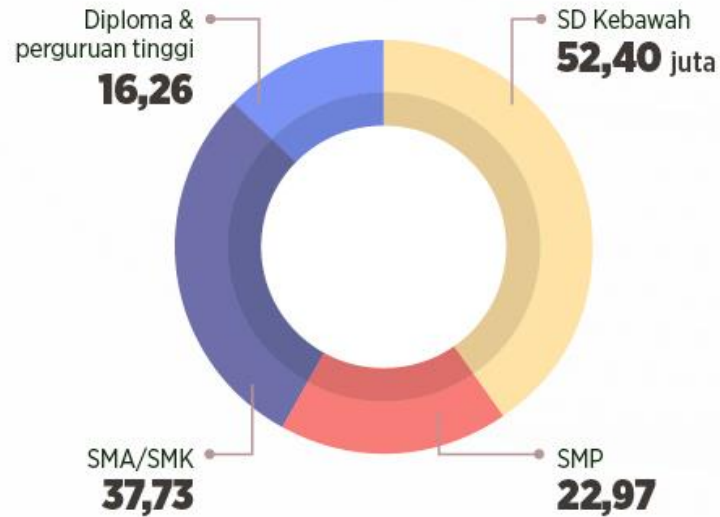
Source: McKinsey Global Institute



Urgency 2.0: Kesiapan Tenaga Kerja Indonesia & Menuju Indonesia Emas 2045

Pendidikan pekerja didominasi lulusan SD ke bawah

Latar Pendidikan Pekerja (Februari 2019)



Ketidaksesuaian pendidikan dengan pekerjaan

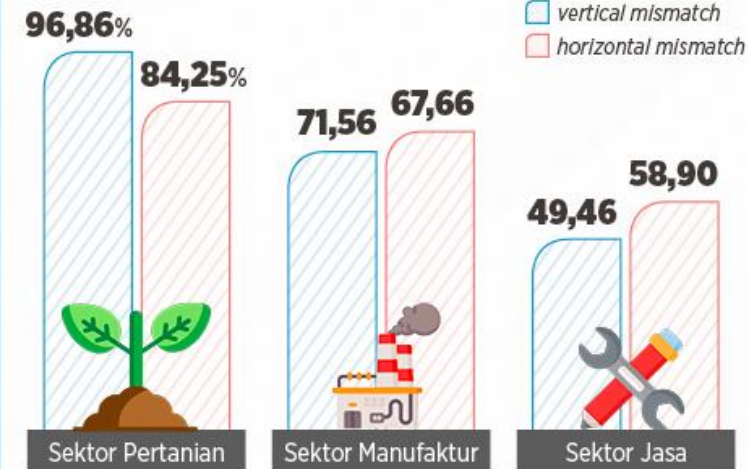
Survei Angkatan Kerja Nasional 2015

53,33%

Ketidaksesuaian pekerjaan dengan tingkat pendidikan & upah (*vertical mismatch*)

60,52%

Ketidaksesuaian kualifikasi pekerjaan dengan latar pendidikan (*horizontal mismatch*)



**INDONESIA
2045**

Berdaulat, Maju, Adil dan Makmur



Manusia Indonesia yang unggul, berbudaya, serta menguasai Ilmu Pengetahuan dan Teknologi



Ekonomi yang maju dan berkelanjutan



Pembangunan yang merata dan inklusif



Negara yang demokratis, kuat, dan bersih

Jobs with the lowest risk of automation:

01



Services and Interpersonal Jobs:

Teacher, nursery, doctor, trainers, psychologist

02



Art and Entertainment:

Artist, actors/actress, musicians, filmmakers

03



Policy-maker & Government:

Consultant, Human resources, PR, directors, civil servant, lawyers, judges

Cognitive		Interpersonal	
Critical thinking <ul style="list-style-type: none"> ● Structured problem solving ● Logical reasoning ● Understanding biases ● Seeking relevant information 	Planning and ways of working <ul style="list-style-type: none"> ● Work-plan development ● Time management and prioritization ● Agile thinking 	Mobilizing systems <ul style="list-style-type: none"> ● Role modeling ● Win-win negotiations ● Crafting an inspiring vision ● Organizational awareness 	Developing relationships <ul style="list-style-type: none"> ● Empathy ● Inspiring trust ● Humility ● Sociability
Communication <ul style="list-style-type: none"> ● Storytelling and public speaking ● Asking the right questions ● Synthesizing messages ● Active listening 	Mental flexibility <ul style="list-style-type: none"> ● Creativity and imagination ● Translating knowledge to different contexts ● Adopting a different perspective ● Adaptability ● Ability to learn 	Teamwork effectiveness <ul style="list-style-type: none"> ● Fostering inclusiveness ● Motivating different personalities ● Resolving conflicts ● Collaboration ● Coaching ● Empowering 	
Self-leadership		Digital	
Self-awareness and self-management <ul style="list-style-type: none"> ● Understanding own emotions and triggers ● Self-control and regulation ● Understanding own strengths ● Integrity ● Self-motivation and wellness ● Self-confidence 		Digital fluency and citizenship <ul style="list-style-type: none"> ● Digital literacy ● Digital learning ● Digital collaboration ● Digital ethics 	
Entrepreneurship <ul style="list-style-type: none"> ● Courage and risk-taking ● Driving change and innovation ● Energy, passion, and optimism ● Breaking orthodoxies 		Software use and development <ul style="list-style-type: none"> ● Programming literacy ● Data analysis and statistics ● Computational and algorithmic thinking 	
Goals achievement <ul style="list-style-type: none"> ● Ownership and decisiveness ● Achievement orientation ● Grit and persistence ● Coping with uncertainty ● Self-development 		Understanding digital systems <ul style="list-style-type: none"> ● Data literacy ● Smart systems ● Cybersecurity literacy ● Tech translation and enablement 	

Skills that Needed

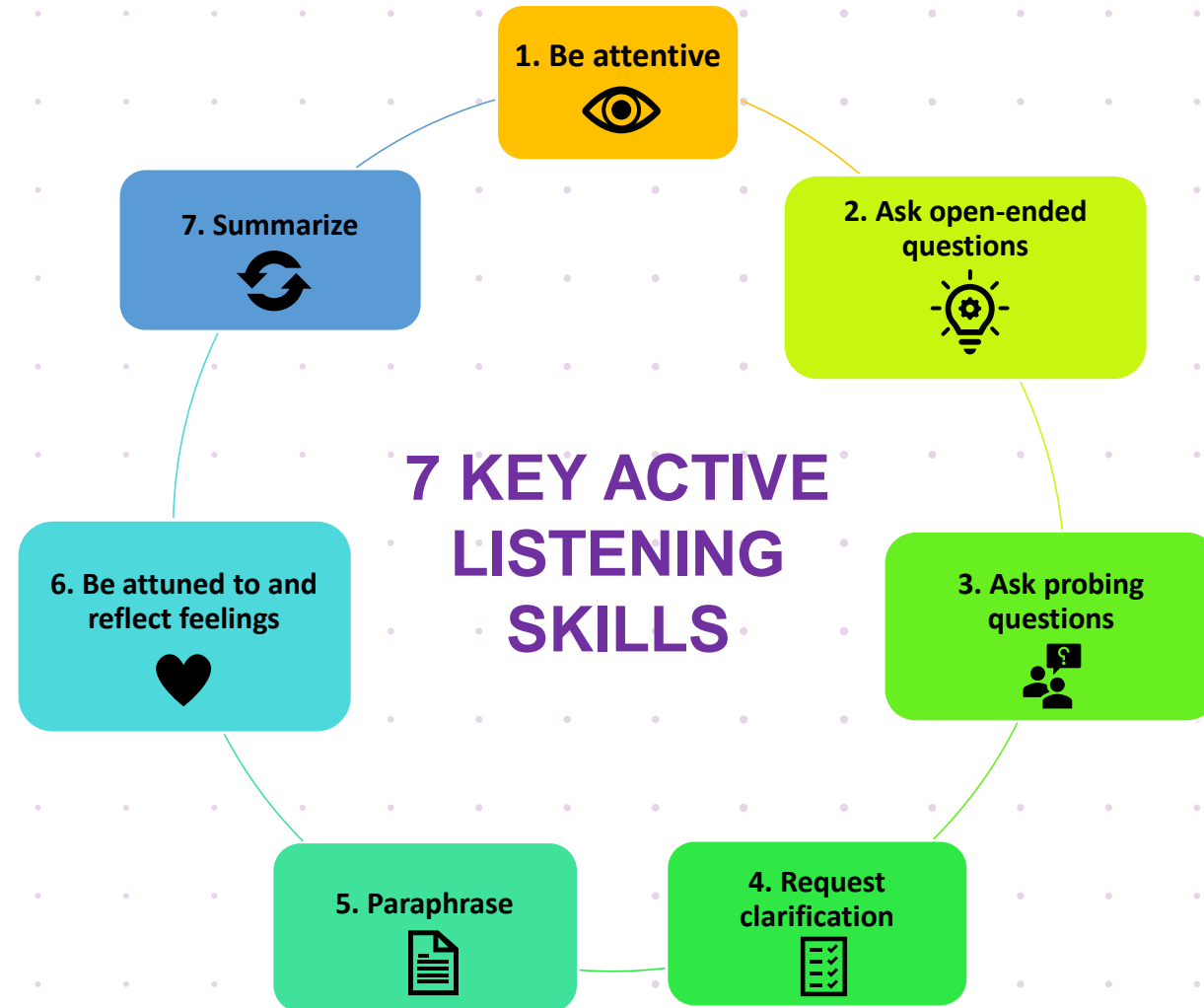
Soft skills: The mindset



Ikigai



Improve your Communication Skills: Speaking, Listening, Reacting



Adaptability skills



HOW TO IMPROVE ADAPTABILITY SKILLS



SET GOALS

Make plans to complete tasks and work on each aspect of your skills



ASK FOR FEEDBACK

Constructive feedback will help to improve weaker skills and can be beneficial for your career



ACKNOWLEDGE AND ACCEPT CHANGE

Learn to acknowledge change in your career to help adapt to different situations in workplace



BUILD A GROWTH MINDSET

Developing a growth mindset can influence your ability to accept new challenges at work



BE AWARE OF YOUR WORK ENVIRONMENT

Stay updated with the changes in your work environment to develop your adaptability skills

Improve Teamwork Skills

01

CLEAR DIRECTION

Any team which exists must have a clear sense of the direction in which they are going to work. Lack of direction will create a chaos and may hinder the team operations.

02

HONEST COMMUNICATION

The members of team must be able to communicate openly and honestly with each other. The openness of communication determines the effectiveness of a team.

03

SUPPORT TO OTHERS

Team members must always happy to assist others when they need any kind of help with work. Teams are often more productive when they are also offered support from the organization or their team leader.

04

COMMON GOALS

A major characteristic of any successful team is that the members of the must place the common goal above their individual interests. Teams succeed only when they work with a common purpose.

05

TRUST FACTOR

A team in which members don't trust each other or don't believe in the process and goals of the team hardly find success. Team leaders must undertake exercises that put team members in positions of trust.

06

MEMBER DIVERSITY

Diversity is needed so that all of the required skills are covered by somebody in the team and each individual can be assigned a particular role on the basis of their strengths and skills.



Urgent

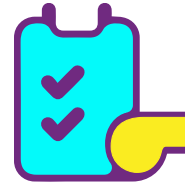
Not Urgent

Important



Do

Do it now.



Decide

Schedule a time to do it

Not Important

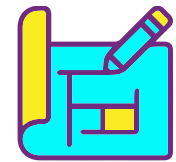
Delegate

Who can do it for you?



Delete

Eliminate it



The Eisenhower Decision Matrix



What can we do to improve those skills?

- Actively do a presentation in the class
- Always ask a questions
- Random talks & dialogue
- Participate in organization (long-term) and project (short-term)
- Participate in competitions (paper, project, & debate)
- Take a chance to be a leader!
- Internships
- Entrepreneurship

**Thank You For
Tuning In!**

