It is hard to say which soft skills are most important, because it will vary by situation.

However, this list is broadly what employers mean when they talk about ‘good soft skills’. They are, therefore, the skills that are most likely to enable you to build constructive working relationships with others, or to be a constructive and helpful employee.

1. [**Communication Skills**](https://www.skillsyouneed.com/ips/communication-skills.html)

Communication skills are almost always high on the ‘essential skills’ list in any job advertisement.

People with strong communication skills can build relationships. They can listen well and vary their communication to suit the circumstances. They avoid misunderstandings, and make any workplace work better.

If you spend time on nothing else, work on your communication skills.

1. [**Making Decisions**](https://www.skillsyouneed.com/ips/decision-making.html)

Being able to make decisions is valued by employers for many reasons, and also essential to getting on in life more generally.

We all have to make decisions every day, from what we have for breakfast, to more important decisions like whether to apply for a new job or when to get married.

Being able to make good decisions can also help with problem-solving, because it enables you to choose between possible solutions.

1. [**Self-Motivation**](https://www.skillsyouneed.com/ps/self-motivation.html)

People who are self-motivated get on by themselves.

They are good to work with because they are generally positive about life and can be counted upon to keep going, even when times are hard.

1. [**Leadership Skills**](https://www.skillsyouneed.com/leadership-skills.html)

Leadership skills are the skills required to take the lead when necessary.

They include the ability to manage and motivate others, and to delegate work. These are the set of soft skills that we least expect someone to develop by themselves. Employers understand that it is hard to develop skills without being able to practise them every day.

There are therefore many leadership training courses available and much has been written about how to develop your leadership skills.

1. [**Team-Working Skills**](https://www.skillsyouneed.com/ips/team-working.html)

Team-working skills are broadly those required to work effectively with other people.

They are, therefore, basically interpersonal skills. There is plenty of thinking to suggest that good [communication skills](https://www.skillsyouneed.com/ips/communication-skills.html), particularly good [listening skills](https://www.skillsyouneed.com/ips/listening-skills.html), together with an ability to build relationships will your ability to work well in a team.

1. [**Creativity**](https://www.skillsyouneed.com/ps/creative-thinking.html)**and**[**Problem Solving Skills**](https://www.skillsyouneed.com/ips/problem-solving.html)

Like leadership skills, creativity and problem-solving skills are highly valued because they are hard to develop.

There are many people who believe that creative thinkers are born, not made. There are certainly some people who find these skills much easier. But, like other skills, you can develop them if you work to do so.

1. [**Time Management**](https://www.skillsyouneed.com/ps/time-management.html)**and ability to work under pressure**

These two areas, put together, can be summed up as ability to get the job done in the time available.

They are highly valued by employers, but are also very useful for organising a family or a team, and making sure that the job gets done at work or at home.

1. [**Positive attitude**](https://www.skillsyouneed.com/ps/positive-thinking.html)

Positive thinking is the idea that you can improve your life, and the lives of those around you, by taking a positive attitude.

Nobody can deny that it is pleasanter to work with someone who is enthusiastic, friendly, and has a can-do attitude. It is also quite depressing to work with someone who always sees the downside of everything. Employers look for people with a positive attitude because they help everyone to feel better about themselves.

1. What are the most suitable title for this passage?
2. Benefits of hard skills
3. Definition of soft skills
4. How many types of soft skills are there?
5. What are soft skills?
6. Why should people have soft skills at work?
7. Soft skills can help people earn more money.
8. People cannot get jobs if they don’t have soft skills.
9. People can work better if they have good soft skills.
10. Soft skills help people get along with other co-workers.
11. What shouldn’t people do to have good communication skills?
12. Listening to others well
13. Staying away from misunderstandings
14. Expressing unpleasure directly
15. Build good relationships with others
16. What skills are better with good decision-making skills?
17. Communication skills
18. Time management skills
19. Problem-solving skills
20. Teamwork skills
21. What is the skill that is quite similar to self-motivation because they talk about how great people feel and think towards work?
22. Leadership skill
23. Teamwork skill
24. Creativity
25. Positive attitude
26. What is leadership skill?
27. The ability to control people to help them work well
28. The ability to work well with other people
29. The ability to solve problems
30. The ability to effectively complete work in time
31. Why is a positive attitude good for people at work?
32. Because they can finish work quickly
33. Because others feel better to work with them
34. Because they can get on with others
35. Because they can lead others to work’s goals