

Soft Skills

By Ben Gonzalez

Disclaimer...

About me...

Why this topic?

What is/are Soft Skills?

Education

Keeping your skills current and
relevant

- Adaptable
- Artistic sense
- Creativity
- Critical observer
- Critical thinking
- Design sense
- Desire to learn
- Flexible
- Innovator
- Logical thinking
- Problem solving
- Research
- Resourceful
- Think outside the box
- Tolerant of change and uncertainty
- Troubleshooting
- Value education
- Willing to learn

Goal setting/achieving

Leadership

- Conflict management
- Conflict resolution
- Deal making
- Decision making
- Delegation
- Dispute resolution
- Facilitating
- Give clear feedback
- Inspiring
- Leadership
- Management
- Managing difficult conversations
- Managing remote teams
- Managing virtual teams
- Meeting management
- Mentoring
- Motivating
- Project management
- Resolving issues
- Successful coach
- Supervising
- Talent management

Positive Attitude

“Your experience reflects your
attitude”

- Confident
- Cooperative
- Courteous
- Energetic
- Enthusiastic
- Friendly
- High energy
- Honest
- Patient
- Respectable
- Respectful
- Sense of humor
- Work-life balance

Work Ethic

- Attentive
- Business ethics
- Competitive
- Dedicated
- Dependable
- Follow direction
- Highly organized
- Independent
- Make deadlines
- Motivated
- Multitasking
- Organization
- Perseverance
- Persistent
- Planning
- Proper business etiquette
- Punctual
- Reliable
- Resilient
- Results oriented
- Scheduling
- Self-directed
- Self-monitoring
- Self-supervising
- Stay on task
- Strategic planning
- Time management
- Trainable
- Work well under pressure

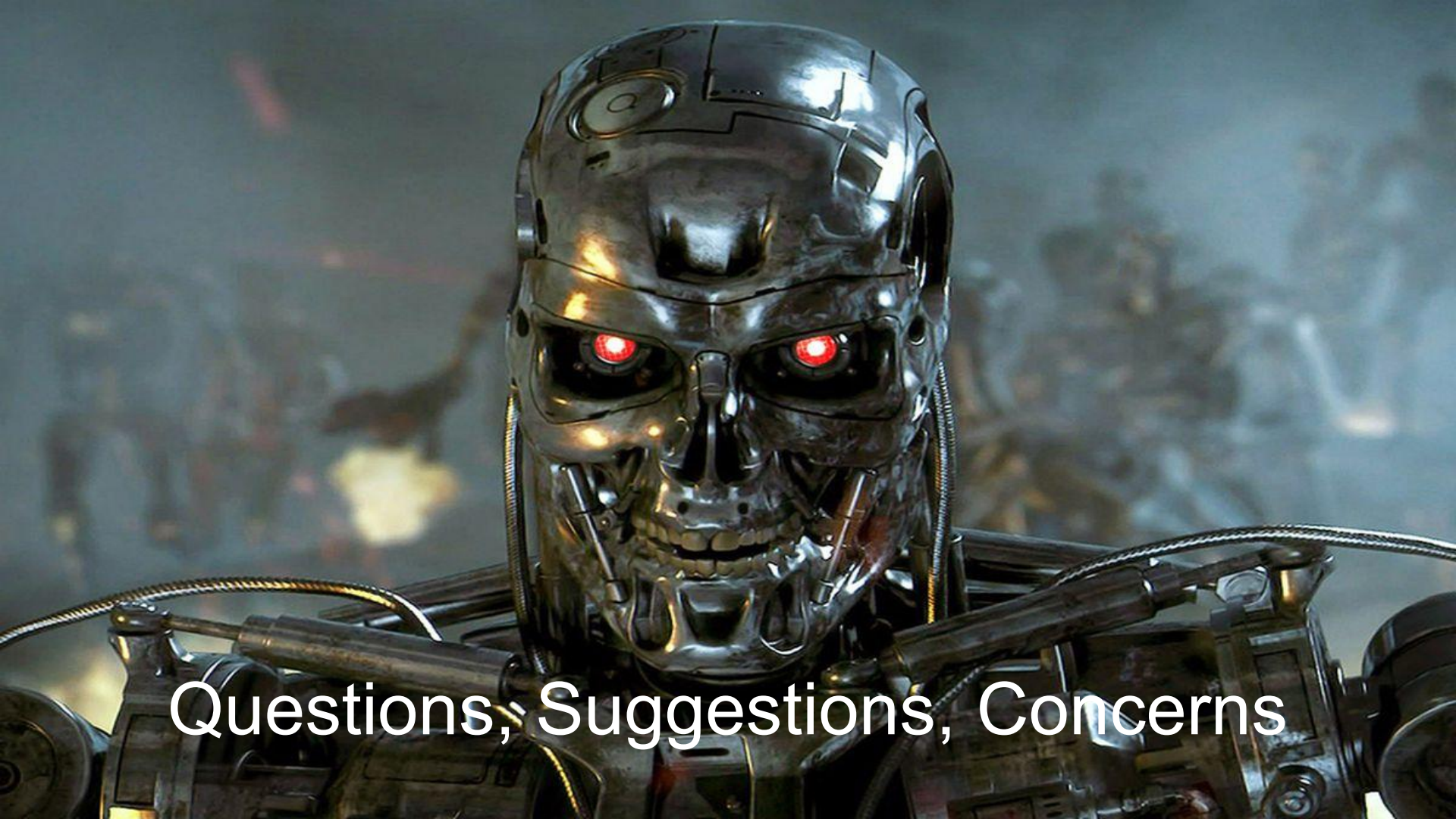
Teamwork

- Accept feedback
- Collaborative
- Customer service
- Deal with difficult situations
- Deal with office politics
- Disability awareness
- Diversity awareness
- Emotional intelligence
- Empathetic
- Establish interpersonal relationships
- Experience dealing with difficult personalities
- Intercultural competence
- Interpersonal skills
- Influential
- Networking
- Persuasive
- Self-awareness
- Selling skills
- Social skills
- Team building
- Team player

Communication

- Able to listen
- Listening
- Negotiation
- Nonverbal communication
- Persuasion
- Presentation
- Public speaking
- Read body language
- Storytelling
- Verbal communication
- Visual communication
- Writing reports and proposals
- Writing skills

Health



Questions, Suggestions, Concerns