



*This Certificate Indicates*

# Sonny Rodriguez

*has completed*

SoftSkills Courseware

5/17/2021



# Demonstration of Essential Soft Skills

## Conveying Professionalism

- Adapts and shows flexibility
- Demonstrates initiative and resourcefulness
- Demonstrates responsibility and self-discipline
- Identifies and utilizes professional development opportunities
- Interprets and follows workplace regulations, protocol and job manual
- Manages time, money, materials, and personnel
- Takes responsibility for learning and actions
- Understands and uses technology
- Uses reading, writing, and math skills with fluency
- Works to maximize time, effort, and materials

## Thinking Critically and Solving Problems

- Advocates and influences on behalf of common goals and needs
- Assesses skills, workplace assignments, and performance for efficiency
- Identifies needs and sets learning goals
- Identifies sources of information and assistance
- Observes Carefully
- Plans and organizes information
- Reasons and solves problems
- Reflects and evaluates performance and outcomes
- Thinks creatively and critically
- Understands, monitors, improves, and uses systems

## Promoting Teamwork and Collaboration

- Cooperates with others and negotiates to resolve conflicts
- Demonstrates a willingness to learn from others and gain information
- Demonstrates leadership skills and guides others
- Makes sound decisions independently and with others
- Resolves conflict and negotiates to reach compromise
- Respects individual differences
- Understands teamwork and works with others

## Communicating Effectively

- Communicates clearly in verbal and written formats in interpersonal interactions
- Interprets and writes workplace correspondence
- Listens actively
- Locates, organizes, analyzes, uses, and communicates information



Career Readiness  
Courseware &  
Credentials

**softskills**  
courseware