



Soft Skills Worksheet and Answer Guide

Hard Skills vs. Soft Skills

- Hard skills can be easily _____.
- These hard skills are often included in _____.
- Soft skills are all about integrating well with _____.
- Soft skills are also seen as _____ skills.

Five Most Sought After Soft Skills

1 Communication Skills

- o How you _____ yourself
- o Your _____ style
- o Your _____ is always sending a message, whether positive or negative

2 Team Player

- o Learn to appreciate different _____ and be open to altering your _____.
- o Don't waste your energy _____ about who's doing their fair share of the work. Focus on your _____ first.
- o Show that you're a strong _____, and you could become a _____.

3 Having a Strong Work Ethic

- o A work ethic is defined as a set of values based on _____ - _____ and _____ to your work.
- o It involves:
 - Meeting _____
 - Doing the _____ right

4 Flexibility

- o The willingness to respond to _____.
- o Your willingness to accept new _____ and learn different things will elevate your status in the eyes of your leaders.

5 Positive Attitude

- o The one thing you're always in control of is your _____.
- o Happiness is a frame of mind, not a _____.
- o Instead of _____, focus on offering possible solutions.

Cell Phones on The Job

- Cell phones keep us linked to friends, family, and the world, but at work, they can be seen as a distraction, a time waster, and a _____.
- Never answer a _____ or _____ when you're in a conversation.
- When you're on the job, your first _____ should be work.

ANSWERS ON BACK



Things to consider:

- Which soft skills are my strongest?
- Which soft skills do I need to improve?
- What is my company's policy on cell phone usage?

Hard Skills vs. Soft Skills

- Hard skills can be easily measured.
- These hard skills are often included in job requirements.
- Soft skills are all about integrating well with team members.
- Soft skills are also seen as relationship skills.

Five Most Sought After Soft Skills

1 Communication Skills

- o How you express yourself
- o Your presentation style
- o Your body language is always sending a message, whether positive or negative.

2 Team Player

- o Learn to appreciate different viewpoints and be open to altering your point of view.
- o Don't waste your energy worrying about who's doing their fair share of the work. Focus on your responsibilities first.
- o Show that you're a strong team player, and you could become a team leader.

3 Having a Strong Work Ethic

- o A work ethic is defined as a set of values based on self-discipline and dedication to your work.
- o It involves:
 - Meeting deadlines
 - Doing the job right

4 Flexibility

- o The willingness to respond to changing circumstances.
- o Your willingness to accept new responsibilities and learn different things will elevate your status in the eyes of your leaders.

5 Positive Attitude

- o The one thing you're always in control of is your attitude.
- o Happiness is a frame of mind, not a situation.
- o Instead of complaining, focus on offering possible solutions.

Cell Phones on The Job

- Cell phones keep us linked to friends, family, and the world, but at work, they can be seen as a distraction, a time waster, and a productivity killer.
- Never answer a call or text when you're in a conversation.
- When you're on the job, your first priority should be work.