


Hard vs Soft Skills



What are hard skills?

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- Teachable skills that can be measured

- Typing speed
- Computers skills
- Different languages
- Degree or certification

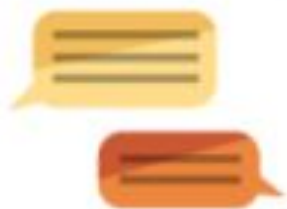


What are soft skills?



- Characteristics of a person's relationship to others

- Getting along with others
- Listening skills
- Teamwork
- Work Ethic



Communication



Self-motivation



Leadership



Responsibility



Teamwork



Problem solving



Decisiveness



Ability to Work
Under Pressure
and Time Management



Flexibility



Negotiation
and Conflict Resolution



Strong work ethic

- Honest
- Make sure the work gets done
- No excuses
(headache, injury)

Positive Attitude

- Nice to others
- No complaining
- Wants to get the job done



Good Communication skills

- Good eye contact
- Aware of your body language
- Appropriate tone

Time management

- Makes a schedule
- Stays away from bad distractions
- Get tasks done right away



Independent Problem Solving

- Identify the problem
- List solutions
- Start to complete the task after the choice is made

Being a team player

- Always ready to help
- Being flexible
- Active listener
- Recognizing when you are wrong



Self Confidence

- Be kind
- Think positive
- No negative comments
- Focus on the solution

Accept and learn from criticism

- Listen
- Don't be defensive
- Ask questions
- Admits mistakes

More independent soft skills



Critical Thinking Skills

- Make a pros and cons list
- Find solutions to problems

Organization Skills

- Organize information - doesn't forget sign forms, return papers
- Prioritize - even though video games are fun, loading dishwasher is more important

Financial skills

- Keep accurate records
- Manage a budget

Adaptability skills

- Able to work even if there is a change in schedule or task

Collaboration skills

- Share ideas with others
- Listen to ideas from others
- Respectfully agree or disagree

More independent soft skills



Independent Skills

- Complete tasks with no support
- Don't need directions from others

Social Skills

- Says thank you and your welcome without being told
- Appropriate topics
- 2 sided conversation

Game #1 -

<https://wordwall.net/resource/2488874/hard-skills-vs-soft-skills>

Game #2 -

<https://wordwall.net/resource/2488874/hard-skills-vs-soft-skills>

Game #3 -

<https://wordwall.net/resource/12299944/social-skills/conversation-skills>