

# Hard vs Soft Skills

The background is a solid teal color. In the upper right quadrant, there is a large, semi-transparent pie chart with three segments. To its right and below are several smaller, semi-transparent pie charts of varying sizes. In the bottom right corner, there is a semi-transparent bar chart with four vertical bars of increasing height from left to right.

# What are hard skills?

- Teachable skills that can be measured

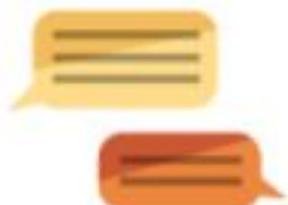
- Typing speed
- Computers skills
- Different languages
- Degree or certification



# 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>**