

# SOFT SKILLS LIST 2020/2021



OAKLANDS COLLEGE

## What are Soft Skills?

Soft skills are non-technical skills that relate to how you work. Soft skills are also important to the success of most employers. Soft skills include the personal attributes, personality traits, and communication abilities needed for success on the job. Soft skills characterize how a person interacts in his or her relationships with others.

## Soft Skills List

**Communication** - Good communication is about understanding instructions, acquiring new skills, making requests, asking questions and relaying information with ease.

**Team Work** - Teamwork involves helping other members of your team to achieve a common goal quickly and effectively.

**Problem Solving** - Those who can approach a problem with a cool and level head, have analytical, creative and critical skills. The ability to know who can help you reach a solution, and how they can do it.

**Self-Motivated** - Having a positive attitude and the initiative to work well without around-the-clock supervision.

**Time Management** - Ability to work under pressure and meet deadlines.

**Flexibility** - Demonstrates an ability and willingness to embrace new tasks and new challenges calmly and without fuss.

**Planning & Organising** - Able to priorities and arrange a number of tasks to meet and over all objective.

**Creativity** - Able to think outside fo the box and come up with new ideas and ways to work.

**Leadership** - Employers will want to know that you have the ability to make decisions when push comes to shove, and can manage situations and people.

**Work Ethic** - You come to work on time, complete tasks in a timely manner, stay focused, and stay organized.

**Networking** - Able to meet new people and negiate a working relationship.

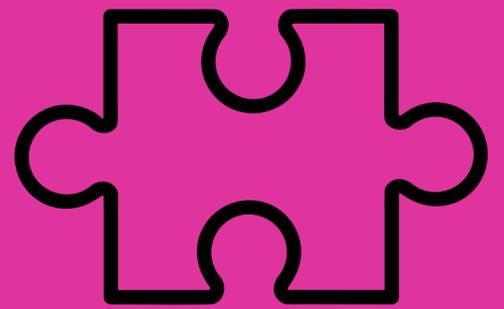
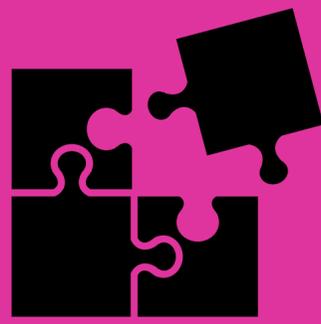
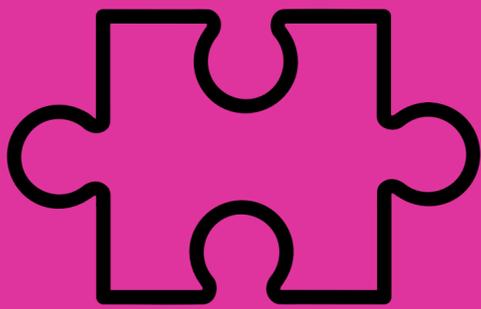
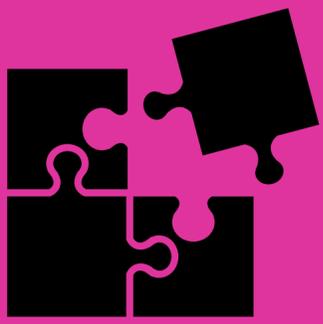
**Negotiating** - Negotiation is a method by which people settle differences.

**Positive Attitude** - Friendly to others, eager to work, and a pleasure to be around.

## **Get extra support:**

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