

## Career and College Focus

### 2019-2020 Navigator Lesson Plan #2

#### Soft Skills – What’s the Hype??

November is Career Development month and an excellent time to discuss Soft Skills. What exactly are soft skills and why are they important? List the five skills and let students share their ideas for practicing these skills. Some suggestions are listed below each skill. Please lead students in a discussion about the importance of soft skills and how teacher and school rules are designed to teach these skills to students every day.

### What exactly are Soft Skills?

Personal attributes that enable someone to interact effectively and harmoniously with other people. Soft skills are more about your behavior or thinking—your personal characteristics and cognitive skills. While hard skills concern your ability to do a specific task, soft skills are more about the way you do them, e.g., the way you adapt, collaborate, or make decisions.

**According to research from LinkedIn 2019, the most in-demand skills employers are looking for are soft skills.**

1. **Creativity** – Organizations need people who can come up with good ideas that work. Employees with creativity can find new ways. Creativity can be used in any role in school or work which include
  - Performing tasks
  - Improving processes
  - Developing new and exciting avenues for the business to explore
  - Learning from others
  - Being open minded and curious
  - Taking calculated risks
  
2. **Persuasion** – Good communication skills are needed for persuading or motivating others. Persuasion skills are important when working in groups in school.
  - Persuasion in the workplace (or other environments) entails convincing others to follow a course of action
  - to agree to a commitment
  - to purchase a product or service

**3. Collaboration** – Teamwork requires working collaboratively with coworkers in a work environment. Collaboration in high school classes help students to learn additional skills.

- Become team players
- Empathy for other’s thoughts and economic situations
- Networking, social and interpersonal skills
- Knowledge of how to deal with difficult personalities, etc.

**4. Adaptability** – Being flexible and able to make changes shows you are adaptable. How easily do you adapt to changes? Employees who can adapt to new situations and ways of working are valuable in many jobs and industries. Not everyone in the workplace or the classroom will share your religion, background, or other sets of beliefs. Adaptability is all about embracing the differences and going with the flow. Related adaptability skills:

- ✓ Consistency
- ✓ Calm
- ✓ Open Minded
- ✓ Organization
- ✓ Optimism
- ✓ Flexibility

**5. Time Management** – Setting priorities and managing your schedule and deadlines are keys to time management. Almost every employer prefers his employees to have time management skills as it not only saves them money but also increases the productivity of the organization. Schools emphasize time management with attendance, various due dates/deadlines, and tardies. Practice time management skills by

- ❖ Prioritizing
- ❖ Goal Setting & Management
- ❖ Planning
- ❖ Using Control
- ❖ Focusing
- ❖ Delegating

→Which skills are your strengths and which do you need to improve? ←

