

Top 10 Soft Skills

This is a list of the Top 10 Soft Skills that Employers are looking for in their new hires.

Soft Skills are personal qualities, behaviors and interpersonal traits developed over time.

1. Communication

- Effective communication includes being able to convey and receive messages in a clear and compelling way through active listening, verbal, nonverbal and written communication.

2. Leadership

- Show leadership skills through coaching and mentoring your peers, problem solving, critical thinking, managing projects, being able to fill in the gaps and show empathy.

3. Creativity

- Think outside the box and produce ideas that challenge the norm through using your imagination, brainstorming, curiosity and experimentation.

4. Time Management

- The ability to set priorities and goals, delegate, plan and manage your time.

5. Adaptability

- Stay ahead of the curve by utilizing these adaptability skills: open to change, willingness to learn, embrace challenges and being flexible all with a positive attitude.

6. Problem Solving

- Solve problems through active listening, analyzing the situation utilizing critical and strategic thinking.

7. Work Ethic

- This skill demonstrates your commitment to the job. Show this through punctuality and reliability, professionalism, discipline, organization and believe in what you are working on.

8. Critical Thinking

- Make informed decisions to weigh options and consider potential outcomes through analysis, reasoning, evaluation, problem solving and decision making.

9. Conflict Management

- Addressing disputes or disagreements in a constructive and effective manner with empathy, negotiation skills, mediation and conflict resolution.

10. Emotional Intelligence

- The ability to recognize and understand one's own emotions and those of others through self-awareness, empathy, social skills and motivation.