



SOFT SKILLS THAT ADD

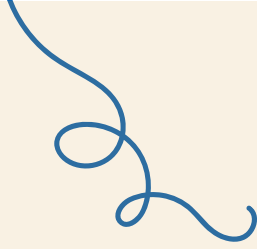
VALUE TO YOUR COMPANY



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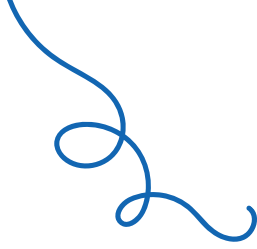
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Soft skills are important and necessary for employees to thrive in their day to day work. These skills allow an employee to be more productive, contribute more to the team, work well together and lead others. Soft skills greatly contribute to an employee being successful at their job. Here is a list of soft skills to look for that add value to your company.

- **Communication Skills-** How you interact with others
- **Teamwork Skills-** Ability to work with others well
- **Leadership Skills-** Effectively leading or managing others
- **Problem Solving Skills-** Identifying problems and having the ability to solve them
- **Time Management Skills -** Stewarding one's time well to be productive and efficient
- **Critical Thinking Skills-** Being able to identify the root cause of a problem
- **Creative Thinking Skills -** Bringing original and unique ideas as solutions





WAYS TO TEACH SOFT SKILLS

Soft skills are usually an inherent part of a person's personality and character; however, soft skills can be taught. It is important to create a company culture that not only looks for soft skills in their employees, but also fosters on going development of soft skills. Here are a few ways to teach soft skills.

- **Identify which soft skills need to be taught** - Offer online training courses or videos to develop the needed skills. Tip: YouTube is a great, free resource that has a wide variety of videos that teach soft skills.
- **Offer opportunities for group work** - This will help develop a person's ability to work in a group, practice communication and listening skills, and enhance their collaborative skills.
- **Team them up with a seasoned employee** - Mentoring or shadowing is a great way to learn from the best. The one-on-one approach gives unique opportunity to be more tailored to developing the skills that need to be worked on.
- **Create opportunities for practice** - Practice makes perfect! Being able to implement and put into practice what you learn is the only way to become better at something. Offer tasks and projects that would allow to practice those soft skills.

**Adapted from The Forage & Elm Learning*

*Be sure to always offer feedback! This is the only way a person can be sure they are on the right track, and if not can adjust and move forward accordingly.

