

My Soft Skills

Do you have the soft skills that employers want? Put an X in the box next to the soft skills you have. Add more skills to the list. NOTE: Soft skills are your personal skills, things like being on time and treating people with respect.

	work in teams (collaboration)		written communication
	work under pressure		get to work on time (punctuality)
X	solve problems		make decisions
	enthusiasm/positivity		talk to customers
	creativity		leadership
	work ethic (hard worker)		
	learn from criticism		
	adaptability/flexibility		
	oral communication (speaking)		

A. Write a list of the soft skills you want to develop:

B. Write a list about what you need to do to develop these soft skills:
