

Transcript

0:00

so what are these things called soft

0:02

skills soft skills is a catch-all term

0:05

referring to various behaviors that help

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people work and socialize well with

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others in short they are the good

0:11

manners and personality traits needed to

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get along with others and build positive

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relationships unlike hard skills which

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include a person's technical skill set

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and ability to perform certain

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functional tasks soft skills are broadly

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applicable across job titles and

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industries it's often said that hard

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skills will get you an interview but you

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need soft skills to get and keep the job

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having the technical skills and

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knowledge to successfully execute our

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job duties is only one part of being the

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best we can be in the workplace in

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addition to these hard skills we also

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need soft skills no matter what our

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position organization or industry we

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work with people taking the time to

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build effective soft skills can lead to

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a more efficient more harmonious and

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more productive workplace as well as to

0:57

our own overall job happiness and satis

1:00

action soft skills Encompass both innate

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personality traits such as optimism and

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abilities that can be practiced such as

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empathy like all skills soft skills can

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be learned soft skills are personal

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characteristics that allow us to

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effectively relate to others applying

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these skills helps us build stronger

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work relationships work more

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productively and maximize our career

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prospects often we place the focus of

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our Career Development efforts on hard

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skills technological skills sector

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specific training and other skills that

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specifically relate to our ability to

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get work-related tasks done

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unfortunately development of this kind

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often happens at the expense of our soft

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skills this is unfortunate because

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unlike the sector specific training soft

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skills are directly transferable to any

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job organization or industry you will

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need them wherever you go they are an

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investment worth making soft skills

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aren't just about business or building

1:58

careers they are about life and living

2:01

if you want to learn more about soft

2:02

skills development contact us John K

2:05

Whitehead and Associates <http://www.whiteheadandassociates.com>

2:10

colj kwh head.com

2:13

[Music]

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