

***Soft skills. How to improve
them.***

Zofia Orłowska

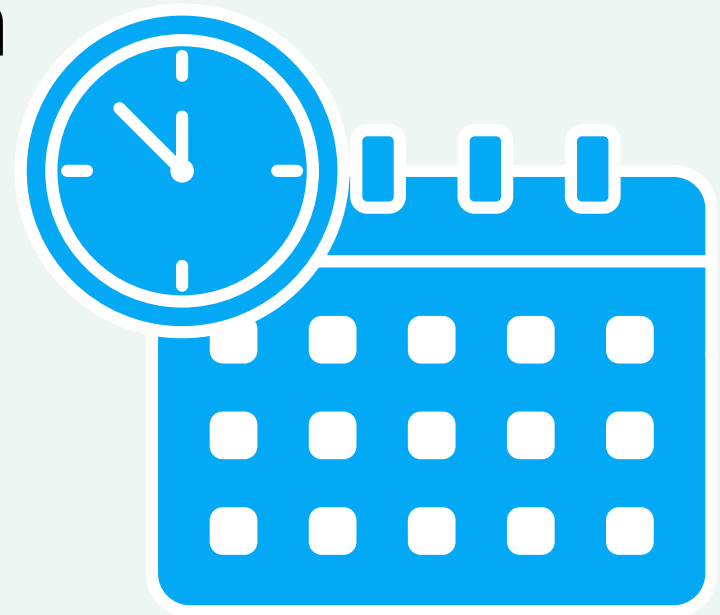
Action plan:

18.04 - desk research; preparing a survey

10.04 - conducting a survey

30.04 - writing a report; preparing powerpoints

24.05 - rehearsing the speech



The perception of what is a soft skill differs from context to context.

Soft skills are intangible skills that we learn by personal development trainings and utilize at both work and life.



What are soft skills?

Soft skills refer to the cluster of personality traits, social graces, facility with language, personal habits, friendliness, and optimism that mark people to varying degrees.

Soft skills are learned behaviours which require training and focussed application.


Why are soft skills important?

- Solving problems
- Finding better job
- Competitive job market
- Covering up weaknesses on the hard skills side





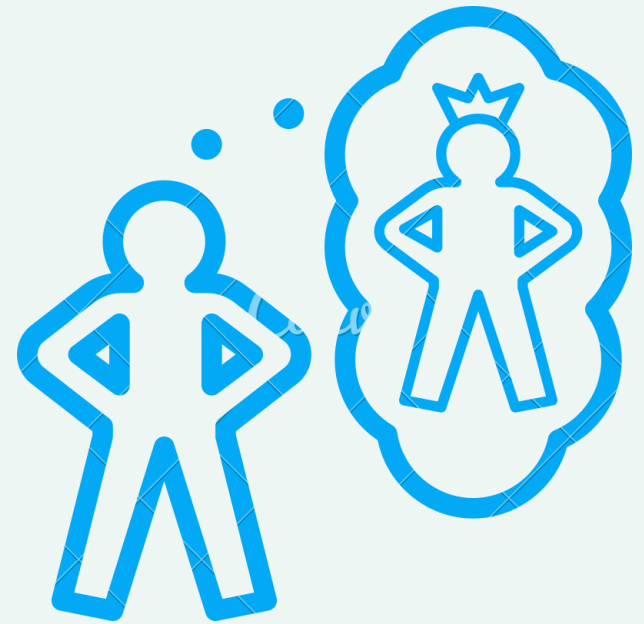
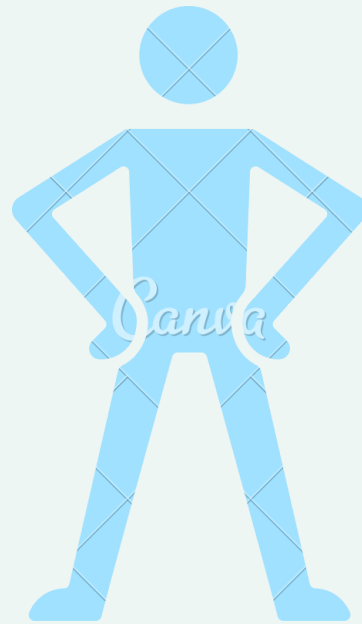
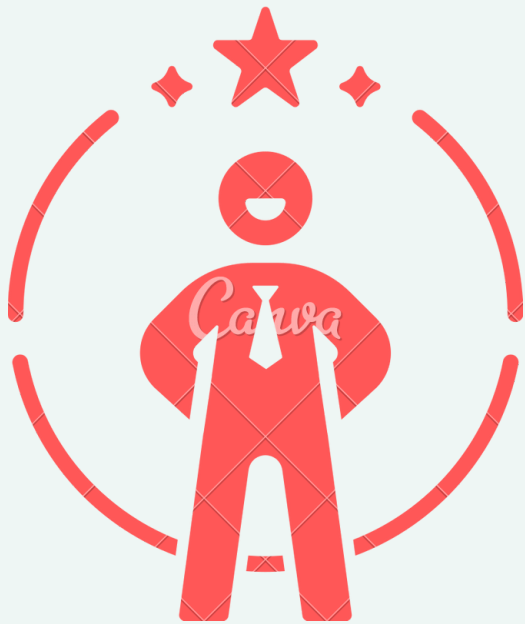
Questions:

- How do you understand soft skills?
 - Which are the most difficult for you?
 - Are soft skills important for you? Why? How can you use them?
- 

Examples of soft skills

- self-confidence - 6
- communication skills (example: speaking effectively) - 4
- team-building and leadership - 3
- stress resistance - 3
- creativity - 2
- accepting constructive criticism - 2
- interpersonal skills - 2
- positive attitude - 1
- time-management - 1
- problem solving - 0
- empathizing - 0
- work organization - 0

Self-confidence



HIGH POWER POSE



STANDING, WIDE STANCE

ARMS RAISED IN A "V"
ABOVE THE HEAD



HANDS ON HIPS

ARMS CROSSED
BEHIND THE HEAD,
SITTING OR STANDING



LOW POWER POSE

SITTING WITH HANDS
FOLDED IN THE LAP



ARMS CROSSED
OVER THE CHEST

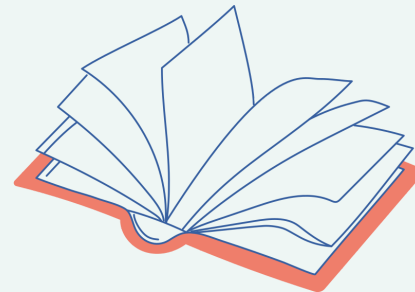
ONE ARM ACROSS THE
BODY IN A SELF HUG

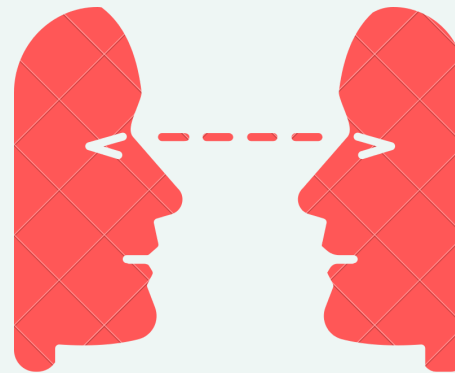
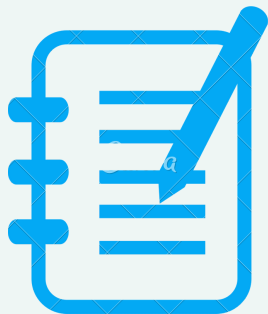
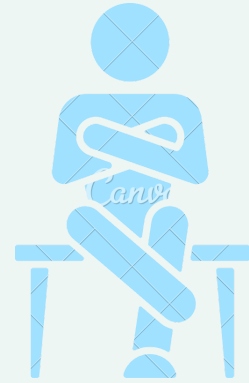
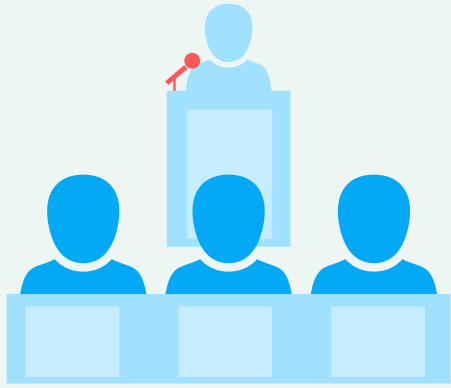


HUNCHING

Exercise:

Write down your 10 accomplishments in 5 fields: finance, work, relationships, hobbies, sport, university, etc. When you have 50 examples try to think what you can say about yourself basing on these accomplishments. Find traits and skills that link all successes. Ask yourself what you can do, what links it all. Then you will the real context of what you are capable of. At the end find 3 contexts in which you are most competent because you know who you are, what you know, what you are capable of.







Will Stephens's speech

Team-building and leadership



S

SPECIFIC

Your goal is direct, detailed, and meaningful.

M

MEASURABLE

Your goal is quantifiable to track progress or success.

A

ATTAINABLE

Your goal is realistic and you have the tools and/or resources to attain it.

R

RELEVANT

Your goal aligns with your company mission.

T

TIME-BASED

Your goal has a deadline.

Bibliography:



- Arat, M. (2014), Acquiring soft skills at university, Journal of Educational and Instructional Studies in the World [online], August, Volume 4, Issue 3, pp. 46-51. Available from <https://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.1073.4128&rep=rep1&type=pdf>[Accessed 21 March 2022]
- <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.895.4444&rep=rep1&type=pdf>[Accessed 21 March 2022]
- Rani, S., (2010), Need and importance of soft skills in students, Journal of Literature, Culture and Media Studies, pp. 1-6.

- Schulz, B. (2008), The Importance of Soft Skills: Education beyond academic knowledge. NAWA: Journal of Language and Communication, [online] June, pp. 146-154. Available from: <https://ir.nust.na/bitstream/10628/39/1/The%20Importance%20of%20Soft%20%20Skills-Education%20beyond%20academic%20knowledge.pdf> [Accessed 18 March 2022]
- How to speak so that people want to listen | Julian Treasure - YouTube
- <https://real-leaders.com/top-50-keynote-speakers-in-the-world-for-2020/> [15.04.2022]
- <https://speakerhub.com/blog/worlds-top-50-most-popular-motivational-speakers-> [15.04.2022]



- <https://www.indeed.com/career-advice/resumes-cover-letters/soft-skills> – [18.04.2022]
- <https://www.youtube.com/watch?v=g6U7MGcb4sk>- [18.04.2022]
- Jak stać się osobą, za którą pójda inni? 21 cech skutecznego lidera (rosnijwsile.pl) [25.04.2022]
- Jak zwiększyć swoją pewność siebie? - Mateusz Grzesiak - YouTube- [18.04.2022]
- kolb cycle - Wyszukaj (bing.com) [25.04.2022]
- Lars Sudmann Great leadership starts with self-leadership | Lars Sudmann | TEDxUCLouvain- YouTube [25.04.2022]
- Skąd się bierze brak pewności siebie? - Mateusz Grzesiak - YouTube- [18.04.2022]

