

Hard skills or soft skills

TEXT EETU VIITASALO
ARTWORK MILLA POIKOLAINEN

Soft skills are important tools for your career. They may be hard to measure and for many people they might be tough to develop. Job-seekers with a good variety of soft skills are considered desirable. When you write job applications or answer interview questions remember to mention your soft skills.

Communication skills



- Positive and respectful in verbal, nonverbal and written communications
- Body language and tone of voice
- Friendliness
- Giving feedback
- Active listening
- Open-mindedness

STRENGTH TO IMPROVE

People-Skills



- Emotional intelligence
- Teamwork
- Conflict resolution and negotiating
- Influencing skills
- Building and maintaining relationships with people from diverse backgrounds
- Empathy

STRENGTH TO IMPROVE

Digital Media Literacy



- Questioning what you read
- Sorting the overwhelming amount of news and data that is available
- Understanding digital footprints

STRENGTH TO IMPROVE

Critical thinking & Problem solving



- Evaluating and analysing
- Questioning and looking from different perspectives
- Distinguishing relevant and irrelevant information
- Applying and implementing

STRENGTH TO IMPROVE

Good work ethic



- Being punctual
- Meeting deadlines
- Going the extra mile
- Being trustworthy

STRENGTH TO IMPROVE

Self-Leadership



- Time management
- Classifying and prioritising tasks
- Taking responsibility
- Proactivity

STRENGTH TO IMPROVE

Adaptability



- Changing working habits and routines
- Open to alternatives
- Adapting to changes
- Willingness to take on new roles
- Accepting the unexpected

STRENGTH TO IMPROVE

Creativity



- Imagining
- Inventing
- Changing
- Creating and designing

STRENGTH TO IMPROVE

Which soft skills are already your strengths?
Which ones would you like to improve?

NOTES:
