Chapter 1

Activity SS1-2 Soft Skills

Directions: Rate the soft skills you possess using the following chart. The chart that follows offers examples of soft skills with which you might be familiar. Start with this list and add additional skills that are not listed.

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| **Soft Skills** |
|  | Excellent | Good | Poor | N/A |
| adaptability | [ ]  | [ ]  | [ ]  | [ ]  |
| body language awareness | [ ]  | [ ]  | [ ]  | [ ]  |
| coaching | [ ]  | [ ]  | [ ]  | [ ]  |
| conflict management | [ ]  | [ ]  | [ ]  | [ ]  |
| conflict resolution | [ ]  | [ ]  | [ ]  | [ ]  |
| critical thinking | [ ]  | [ ]  | [ ]  | [ ]  |
| cultural awareness | [ ]  | [ ]  | [ ]  | [ ]  |
| cultural intelligence | [ ]  | [ ]  | [ ]  | [ ]  |
| delegating | [ ]  | [ ]  | [ ]  | [ ]  |
| ethics | [ ]  | [ ]  | [ ]  | [ ]  |
| etiquette | [ ]  | [ ]  | [ ]  | [ ]  |
| goal setting | [ ]  | [ ]  | [ ]  | [ ]  |
| interviewing | [ ]  | [ ]  | [ ]  | [ ]  |
| leading | [ ]  | [ ]  | [ ]  | [ ]  |
| listening | [ ]  | [ ]  | [ ]  | [ ]  |
| negotiating | [ ]  | [ ]  | [ ]  | [ ]  |
| netiquette | [ ]  | [ ]  | [ ]  | [ ]  |
| networking | [ ]  | [ ]  | [ ]  | [ ]  |
| planning | [ ]  | [ ]  | [ ]  | [ ]  |
| problem solving | [ ]  | [ ]  | [ ]  | [ ]  |
| self-management | [ ]  | [ ]  | [ ]  | [ ]  |

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| Soft Skills |
| speaking publicly | [ ]  | [ ]  | [ ]  | [ ]  |
| time management | [ ]  | [ ]  | [ ]  | [ ]  |
| verbal communication | [ ]  | [ ]  | [ ]  | [ ]  |
| written communication | [ ]  | [ ]  | [ ]  | [ ]  |
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