



Soft Skills

TIPS AND RESOURCES TO PREPARE FOR EMPLOYMENT

What Are Soft Skills?

Soft skills are what you need to get a job and help you to be a good employee. Some of the most common soft skills that employers are looking for include:

- Having a positive attitude
- Being able to communicate (talk) with others; this also includes being a good listener
- Getting along with others
- Being able to manage your time
- Being able to solve problems
- Being respectful toward others
- Being a team player
- Being confident
- Having good grooming and hygiene

Why Do I Need Soft Skills?

Employers want employees who are able to work well with others. Employers feel that having good soft skills are just as important as having the skills to do the job.

How Do I Get Soft Skills?

- Join a club
- Volunteer
- Take classes
- Talking with your friends and family
- Do role playing

Contact your local Regional Office Youth Transition and Employment Resource Coordinator for more information.

Resources:

www.do2learn.com Provides social skills and behavioral regulation activities and guidance, learning songs and games, communication cards, academic material, and transition guides for employment and life skills.

www.dol.gov/odep/topics/youth/softskills

Soft skills: The competitive edge. Information on Networking, Enthusiasm, Professionalism, Communication Skills, Teamwork, and Problem Solving and Critical Thinking.

http://doleta.gov/youth_services/Toolkit-improve.cfm

_Toolkit contains numerous worksheets to assist youth in figuring out how to address their career goals and develop soft skills.

<http://content.monstertrak.monster.com/resources/archive/jobhunt/softskills/>

The web site contains a short self-assessment youth can use to rate their soft skills.

<http://lifeafterieps.com/free-resource-for-teaching-employment-soft-skills/>

Transition resources to assist young adults with preparing for employment and independence

www.ncwd-youth.info/information-brief-28

A list of the common soft skills needed to prepare for employment and resources to assist with the development of these skills.

