

Soft Skills for Career Success

Do you have the employability skills that will help you find a job and perform in the workplace?
Take a look at what the experts say you need for success in your career.

Professionalism

Have a positive attitude.
Convey a professional image.



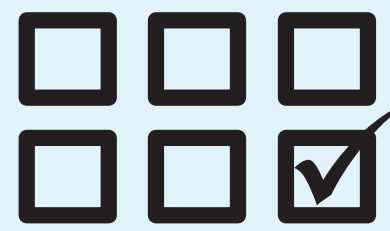
Ethics

Be honest.
Honor confidentiality.
Be a good digital citizen.



Self-Management Skills

Exercise emotional control.
Solve problems.
Have good time management.
Set goals.
Manage your stress.



Etiquette

Use good manners in the workplace and during business outside the office.
Know the role of digital devices at work.



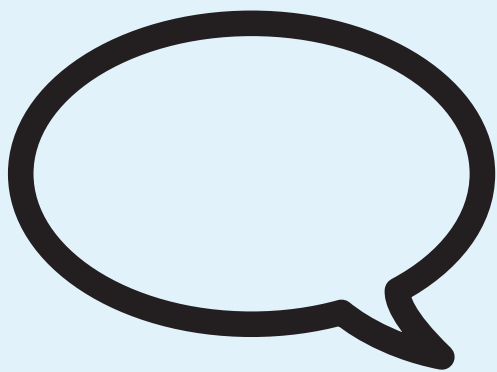
Attire

Consider what appropriate dress is for your workplace and for meetings.



Communication Skills

Carefully choose the right language and tone.



Verbal and Nonverbal Communication

Think about how your words and voice may change in different speaking situations.
Be aware of your body language, attention to personal space, behavior, and attitude.

Speaking Skills

Use formal and appropriate language when making introductions.
Exercise proper telephone etiquette.
Know how to conduct a formal meeting.



Listening Skills

Listen with purpose.
Be an engaged listener in a meeting.



Written Communication

Think about the language and tone you use.
Know when to send letters, e-mails, thank-you notes, or RSVPs.
Understand the importance of social media etiquette.



Writing and Interviewing for Employment

Create a professional résumé, cover message, and portfolio.
Prepare yourself for the interview and know post-interview protocol.
Understand the hiring process.

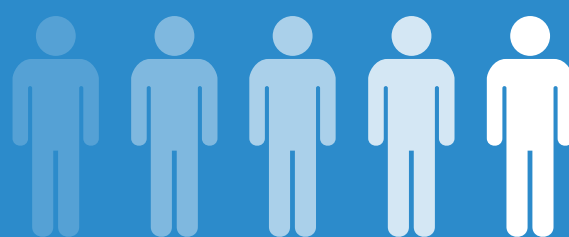
Teams

Know how to be a team player.
Develop conflict-resolution skills and learn how to deal with difficult people.
Recognize leadership behavior.



Diversity

Be able to work and communicate effectively in a diverse environment.
Be culturally aware.
Understand the benefits of diversity.



Confidence

Display self-confidence in the workplace.
Develop strategies that contribute to career success, including negotiation, managing up, self-promotion, and avoiding office politics.
Set realistic career expectations.

Source for all information:

Soft Skills for the Workplace