



Norristown GEAR UP

TOP 10 SOFT SKILLS
THAT IMPRESS
EMPLOYERS



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STRONG WORK ETHIC

Be reliable

Show up on time or earlier

Stay off your phone

Do your job to the best of your ability



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POSTIVE ATTITUDE

Take on the work you are asked to do

Be willing to try new things

Don't get angry and defensive when you make mistakes

Motivate others to get the work done



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COMMUNICATION SKILLS

Convey information clearly

Ask for clarification

Be a good listener

Be open minded and try to understand others



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TIME MANAGEMENT

Create “To Do” lists

Rank tasks in order of importance: what needs to be done right away?

Don’t procrastinate



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PROBLEM SOLVING

Identify problems

Come up with a plan to resolve problems

Carry out a plan and determine whether or not you were successful



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BEING A TEAM PLAYER

Be dependable and trustworthy

Do what you say you will do

Leave your ego at the door. It's not about being right but about how you contribute to the team



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SELF-CONFIDENCE

Make eye contact

Have a good, firm handshake

Be prepared

Share your achievements



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ABILITY TO LEARN FROM CRITICISM

Try to stop your first reaction (which is usually defensive)

Try not to take feedback personally

Listen and ask for clarification

Change your actions if warranted



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FLEXIBILITY AND ADAPTABILITY

Adapt to change quickly and easily

Make suggestions that will make the change successful

Be willing to learn new ways of doing your work



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WORKING WELL UNDER PRESSURE

Remain calm

Stay focuses on what needs to happen

Help your co-workers if they are struggling

Take vacation time



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“Remember: The moment you accept total responsibility for everything in your life is the moment you claim the power to change anything in your life.”

-Hal Elrod