

Top 8 Most Important Soft Skills for

Workplace Readiness



Attitude

This is where it all starts—Attitudes. The ability to respond to guidance, to control your emotions, and to keep your focus is so important in today's workplace. The importance of a positive attitude cannot be overlooked.



Communication

Communication skills are something we often take for granted, but lack of communication is one of the biggest reasons teams and projects fail. It's important to know what to say and how to say it to get your point across.



Planning & Organizing

Major accomplishments don't just happen. They require careful planning to make sure nothing is overlooked and mistakes aren't made. Prioritization, time management, and system creation skills are important.



Critical Thinking

Now more than ever before, the ability to think critically about a problem and identify a solution is extremely important. Employers are looking for people who can think "outside the box" and solve complex problems.



Interpersonal Skills

Interpersonal skills, like empathy for customer service responding to conflict, are extremely important in any people-based service business. You need to know how to present yourself in an acceptable manner.



Teamwork

Many people think of sports when they think of teamwork, but the truth is teamwork is just as important in the workplace as it is on any sports field. You need to know how to work with others to achieve a common goal.



Professionalism

Most businesses hold their employees to high standards of professionalism, and it's up to each employee to know and live up to those standards. "I didn't know" is not an acceptable excuse.



Media Rules

Technology has made it easy to communicate, but there are right and wrong ways to do this in the workplace. You need to make sure to respect technology-based guidelines and restrictions in the workplace.



www.conovercompany.com