

TEACHING SOFT SKILLS

Soft skills are the personal attributes that complement an individual's technical skill and knowledge. According to Career Builder, 77% of employers say that soft skills are just as important as hard skills. College professors identify the same skills as important to college success.

> Soft skills include but are not limited to the following:

- Personal work ethic and integrity
- Legal and Ethical Responsibilities
- Interpersonal Skills
- Communication Skills
- Time Management Skills
- Organizational Skills
- Leadership Skills
- Teamwork Skills
- Social Skills
- Office Environment
- Telephone Etiquette
- Willingness to learn
- Attitude and demeanor

These may seem difficult to teach and even harder to assess in your classroom. It is important that you provide opportunities for students to see these soft skills presented to them in the proper context. It is just as important that you provide students with ongoing opportunities to develop soft skills in your classroom. It is essential that you give your students feedback while they are developing these soft skills through role playing, scenarios, activities and lessons, and real-world experiences.

Many of the lessons, activities, and opportunities in Youth Entrepreneurs will provide your students the chance to develop and master soft skills. Below are specific topics to address to give your students a head start on the list above.

- Handshaking
- Introductions
- Email and telephone etiquette

Teaching soft skills is a win-win for students and teachers!

Free Teacher Resources for Activities and Lessons

- > <https://www.dol.gov/odep/topics/youth/softskills/>
- > <http://www.aeseducation.com/blog/2015/06/importance-of-soft-skills>

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