# 11 Important Soft Skills

Job interview preparation, Job interview tips, Interview skills, Job interview advice, Work skills, Job resume - 250 Top Work and Personal Skills Smart People Use To Succeed Faster In Any Career



## Communicating Skills

- [ ] Conveying information succintly, simply, repeatedly if needed, and in the most effective medium getting hold oi the audience's limited attention span by being very relevant

## People Skills

- [ ] Working and getting along With the right people. and ensuring they know our value - the 'give and take principle Making others feel good Look at things from others' points of view.

## Self Management Skills

- [ ] we manage ourselves, our attitude our emotions, our mental and physical health, and our skills with managing our time

## Boss Management

- [ ] Making the boss shine and making suret he boss understands your value.

## Managing Subordinate

- [ ] Being able to motivate them and smartly matching tasks with people's interests and abilities.

## Leadership Skills

- [ ] Knowing the correct destination and convincing others to come along, and often using out-of-the-box thinking and actions. The Success Manual

## Marketing Skills

- [ ] Getting our target customers to notice the usefulness/benefits of our product/services

## Productivity/Time Management Skills

- [ ] Getting more done the most important tasks done first using smart-v to-do lists cheat sheets, checklists shortcuts, delegation etc

## Career Management Skills

- [ ] Being relevant and useful in the marketplace working hard, regularly updating skills (or finding newer areas to be useful in) and finding a work-life balance.

## Job Searching Job-interview Skills

- [ ] Knowing what we want from our careet finding the right places to work striking a rapport with interviewers, coming off as enthusiastic interested and having the right attitude.

## Creativity & Problem Solving Skills

- [ ] Thinking outside the box looking at a problem from multiple angles, and arriving at decisions after considering multiple options.

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