

Developing Essential Soft Skills for Career Success

Objective: Welcome to the journey of enhancing your career readiness through the development of essential hard and soft skills! In this assignment, you will explore the difference between hard vs soft skills, and the significance of soft skills in the professional world, assess your strengths and areas for improvement, and create a personalized action plan to cultivate your chosen skills.

Today's Topic

Hard Skills vs Soft Skills

Take out your OneNote and create a NEW UNIT: PROFESSIONALISM

Title your first page: JOB SKILLS

Discussion Prompt - Record in Your OneNote

Think about your favorite teacher or boss. Describe the qualities that make them great!

Follow along with our class slides [HERE](#)

Part 1: Understanding Soft Skills

1. Read the provided article titled "[The Essential Soft Skills for Success: Unlocking Career Excellence.](#)"
2. Reflect on why soft skills are important in today's job market and how they complement technical expertise. **Be ready to share during our class discussion!**
3. In groups, research and prepare a **short presentation** on TWO soft skills from the list provided in the article. In your presentation you must include:
 1. Define the skills
 2. Provide at least TWO examples of EACH skill
 3. Discuss how each skill can contribute to career success.
 4. Provide at least ONE graphic for EACH skill. BE CREATIVE!
4. Practice your short presentation and be prepared to share with the class!

Part 2: Assessing Personal Soft Skills

1. Complete the [soft skills assessment provided](#) or find your own (such as the PAIRIN assessment mentioned in the [article](#)).
2. Reflect on your assessment results and identify three soft skills you excel in and three you would like to improve.

Soft Skills I Excel In	Soft Skills I Can Improve

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Part 3: Developing Soft Skills Action Plan

1. Choose one soft skill you would like to focus on improving based on your assessment results. Brainstorm specific actions you can take to develop this skill. Consider resources mentioned in the [article](#) like online courses, mentorship opportunities, and real-life practice. Describe your ACTION PLAN below in at least one paragraph

Homework: Begin implementing your action plan and track your progress. Remember, soft skills development is a journey, so keep striving for improvement!

Extension Fun: Skills Matcher!

You've learned about hard and soft skills. Now you will see how the skills *you* currently have align with various jobs by answering the questions in this [Skills Matcher](#). Once you're done, you will see a list of recommended occupations based on your answers.

Assessment: You will be assessed based on your participation in class discussions, the quality of your group presentation, the thoughtfulness of your soft skills assessment reflections, and action plan. Remember, this assignment is about your growth and development, so approach it with enthusiasm and dedication!