

TechSmith Camtasia:

Introduction: Developing Essential Soft Skills

- Problems to be addressed:
 - Teams have been involved in projects with tight deadlines. There is a lack of clear communication channels, misinterpretation of instructions, and a tendency to work alone instead of collaboratively. This leads to delays and errors in projects.
- Solutions
 - This video aims to highlight the importance of developing soft skills.
 - This video seeks to empower individuals to enhance their soft skills, thereby improving their overall effectiveness, work performance, and personal growth.

Reviewer Notes:

- Video will have a music background with an optimistic soothing tone throughout the entire video.
- All graphic, image, and video content in this course is royalty free content.
- Please leave comments by going on the review tab, new comment, and highlight any changes in the below document.
- “Radial Blur” is the transition often used throughout the video, if a different transition is used, it is notated in the animations/graphics/images/video flow.
- All Callouts have the “Fly In” behavior.

Scene 1.1 / Menu Title: <i>[Opening]</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
Welcome to Developing Essential Soft Skills.	Developing Essential Soft Skills	

Scene 1.2/ Menu Title: <i>Defining Soft Skills</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
Soft skills, also known as people skills, refer to various behaviors that help individuals work and socialize well with others. Employees with essential soft skills stand out from the crowd and nurturing these types of competencies makes candidates more effective and fulfilled workers.	SOFT SKILLS "PEOPLE SKILLS"	This slide loads first, with a sleek entrance for all images and text.  Following the audio, a video plays next of a team working together.



Scene 1.3/ Menu Title: <i>Defining Soft Skills</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
Employers look for candidates who will fit well into their existing teams and possess the soft skills necessary to create a positive and functional work environment. Here are the top 5 must have soft skills.	Top 5 Essential Soft Skills	 “Top 5 Essential Soft Skills” jumps in and falls. 

Scene 1.4/ Title: <i>Communication Skills</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
#1. Communication Strong communication skills are highly sought-after. They enhance your ability to build healthy relationships with coworkers. For example, when working on a project, you might need to communicate when you believe an idea or process is ineffective. Finding a way to tactfully, and skillfully, disagree with others on a team without creating conflict is an important skill employers value. The ability to communicate well involves knowing how you should speak to others in different situations or settings.	1. Communication Ability to communicate well	  

Scene 1.5 / Title: <i>Collaboration/Teamwork</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
#2. Adaptability In an ideal world, it would be great if everything goes as planned, but that's not always the case. Changes in circumstances, such as process updates or moving priorities, can happen quickly. Employees who are capable of adapting to new situations and ways of working are valuable in many jobs and industries.	2. Adaptability Adapt to changes in circumstances	

Scene 1.6 / Title: <i>Adaptability and Resilience</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
#3. Problem Solving Problem-solving skills are crucial to the success of any business. Employees face problems every day. When faced with a problem, seek solutions, rather than becoming overwhelmed. Problem-solving includes three main parts: identifying the problem, analyzing possible solutions, and deciding on the best course of action. Someone proactive and successful at problem-solving is valuable to any team.	3. Problem Solving 1) Identifying the problem 2) Analyzing possible solutions 3) Deciding on the best course of action	



Scene 1.7 / Title: <i>Teamwork</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
#4 Teamwork. The success of company depends on its employees. When employees collaborate and work together towards a common goal, everyone benefits. Be a team player and extend a helping hand to your colleagues.	4. Teamwork	

Scene 1.7 / Title: <i>Time Management</i>		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow

#5 Time Management Every job has deadlines and stress. Allocating specific time windows to accomplish tasks, designating your efforts appropriately, and using time efficiently will increase your overall productivity. Efficiently organizing and prioritizing your tasks enables you to deliver your work on time.	5. Time Management	 
--	----------------------------------	---

Scene 1.8 / Title:		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
Developing effective soft skills leads to a more efficient, harmonious, and productive workplace contributing to job happiness and satisfaction. Having these top 5 must-have skills - communication skill, adaptability, problem solving, teamwork, and time management- makes you an easy to work with and an effective employee.	Essential Soft Skills Communication Finding a way to tactfully, and skillfully disagree with others on a team without creating conflict. Adaptability Adapting to changes in circumstances. Problem Solving	

	Identifying the problem, analyzing possible solutions and deciding the best course of action. Teamwork Being a team player in collaborating together with colleagues. Time Management Efficiently organizing and prioritizing tasks to deliver work on time.	ESSENTIAL SOFT SKILLS COMMUNICATION Finding a way to tactfully, and skillfully, disagree with others on a team without creating conflict. ADAPTABILITY Adapting to changes in circumstances. PROBLEM SOLVING Identifying the problem, analyzing possible solutions, and deciding the best course of action. TEAMWORK Being a team player in collaborating together with colleagues. TIME MANAGEMENT Efficiently organizing and prioritizing tasks to deliver work on time.
--	---	--

Scene 1.9 / Title:		
Script/Audio (SA)	Text on Screen:	Animations/Graphics/Images/Video Flow
If you want to learn more, contact us at http://www.lisagengid.com	Thanks for watching. If interested to learn more, contact us at http://www.lisagengid.com	 THANKS FOR WATCHING IF INTERESTED TO LEARN MORE CONTACT US AT HTTP://WWW.LISAGENGID.COM