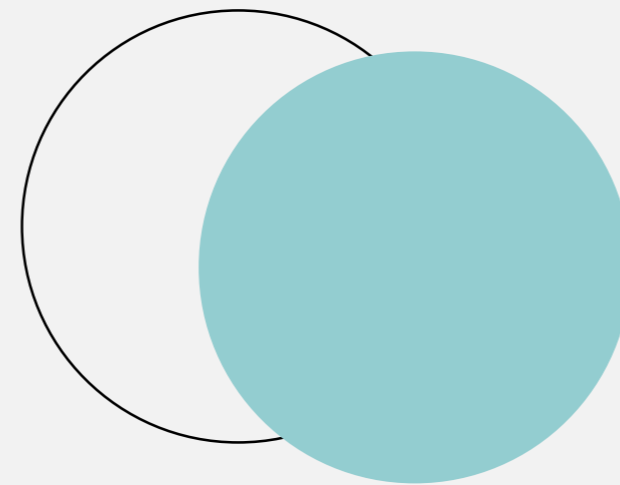


Your CV is very good according to hard skills ,but can you highlight your power in soft skills to be excellent in this job ?

Prof: Amgad gabr





Hard skills

Hard skills are teachable skills that can be measured by tests, and exams.

Eg; Programming, accounting.

Soft skills

Soft skills are psychological and emotional Competences enabling a person to deal effectively with challenges in personal and professional life.

They promote social, physical and mental wellbeing of a person.



Top 10 soft skills by WHO



Decision making

01

Problem solving

02

Creative thinking

03

Critical thinking

04

5

Effective communication



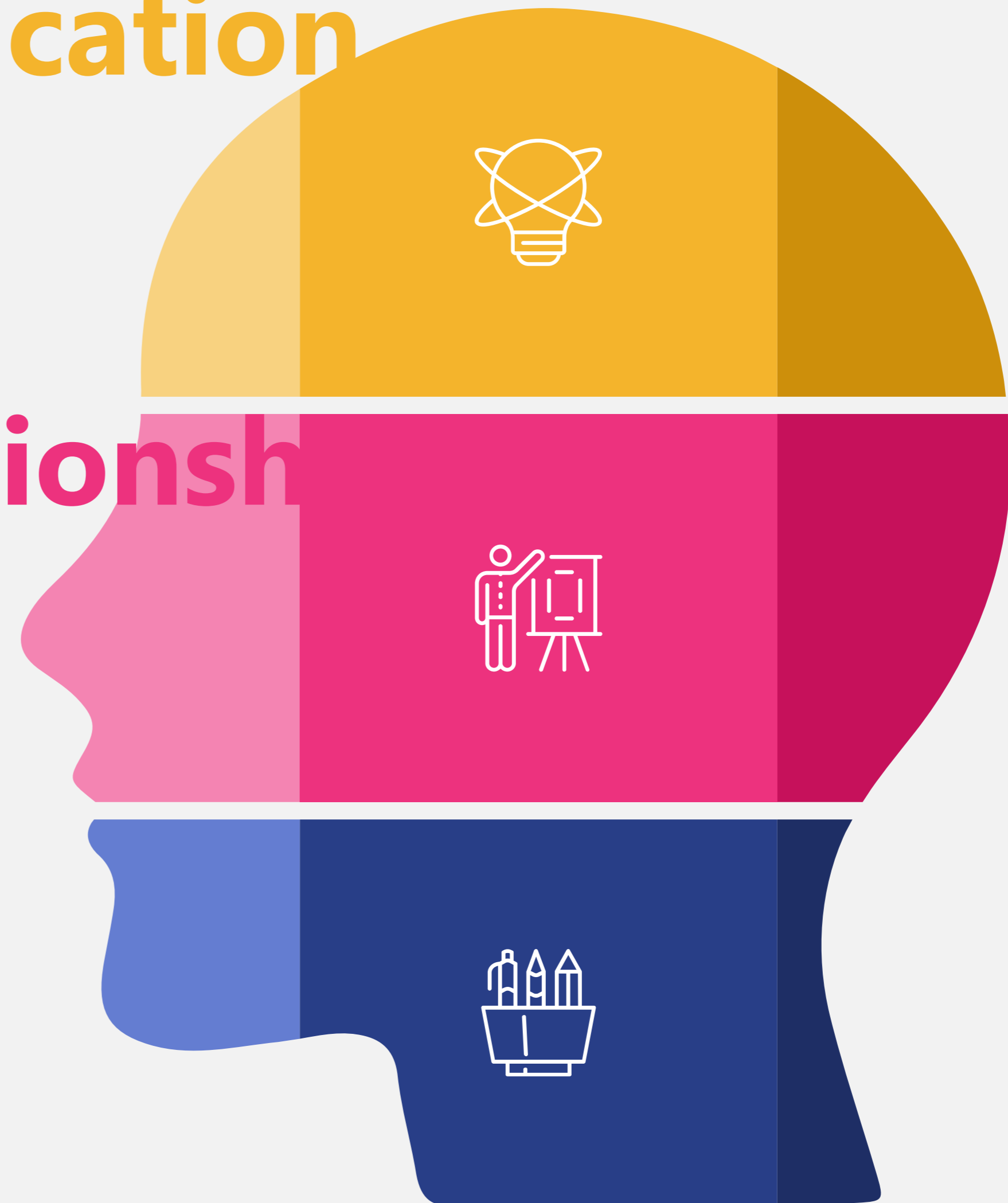
6

Interpersonal relationships



7

Self awareness



8

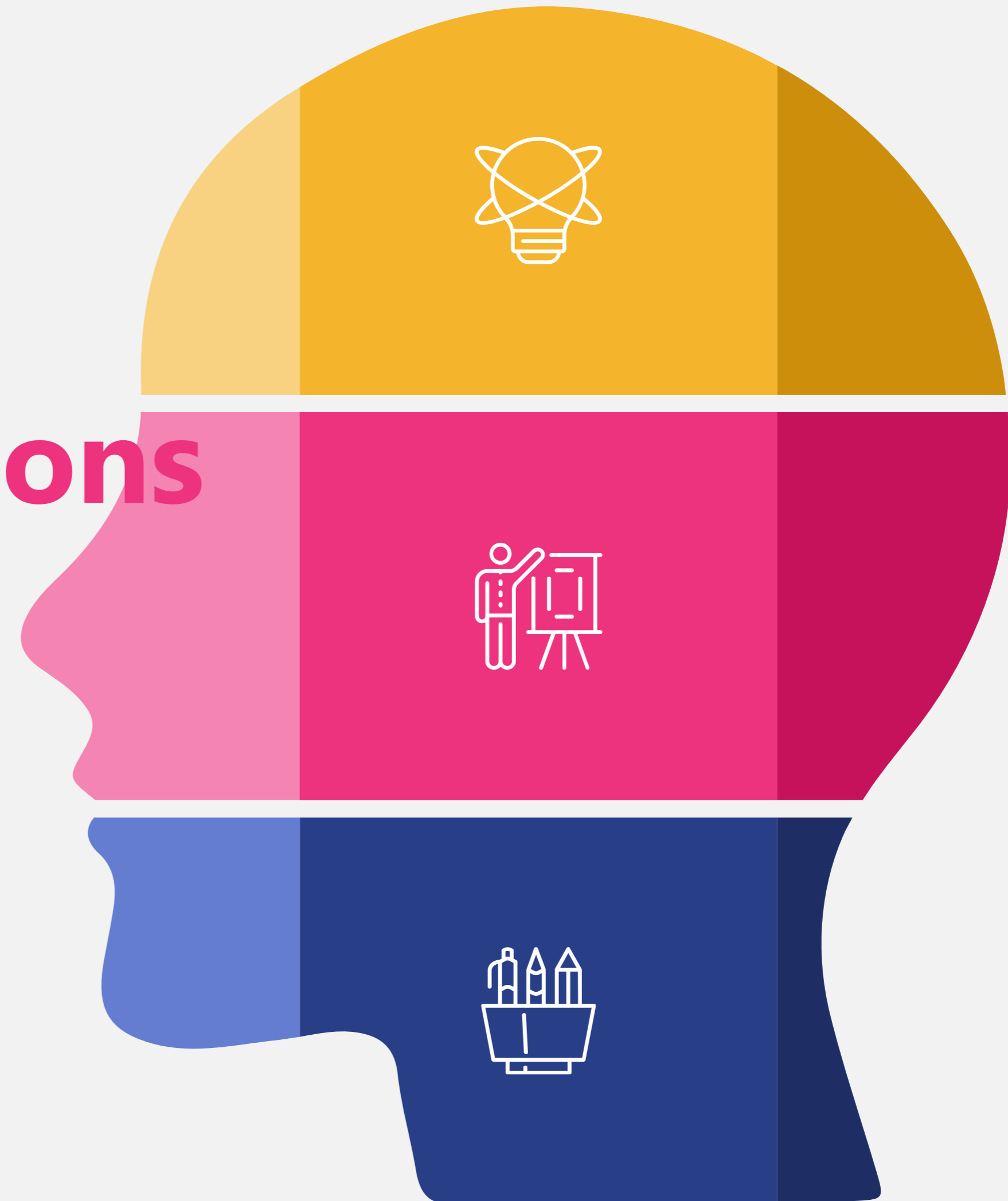
Empathy

9

Coping with emotions

10

Coping with stress



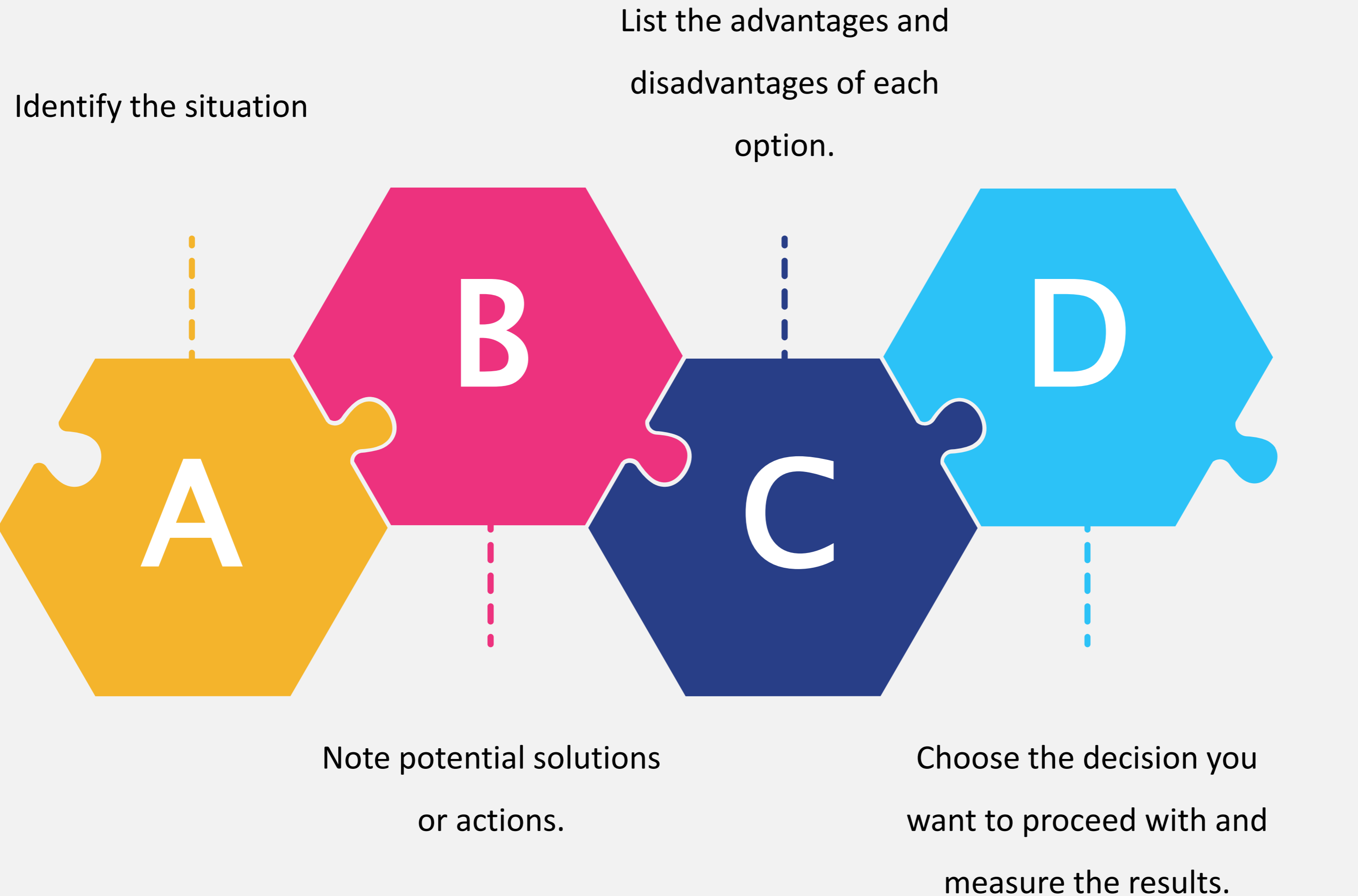
Decision making skills;



Decision-making skills are those skills that aid in your ability to choose solutions to challenges. With these skills, you can make informed decisions once collecting all the relevant information and data and considering multiple viewpoints.



How to improve your decision making skills?






Problem solving skill;



Problem-solving skills are an important part of decision-making. You need to be able to factor in different viewpoints in order to make a thoughtful decision. It's also important to observe challenges and solutions from a neutral and non-emotional viewpoint, whenever possible.



Some key problem solving skills include:

Active listening

Analysis

Research

Creativity

Communication

Decision-making

Team-building

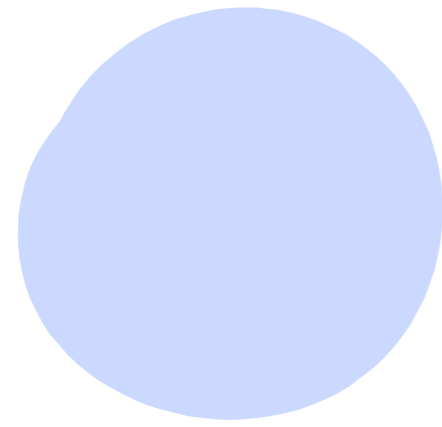


Creative thinking ;

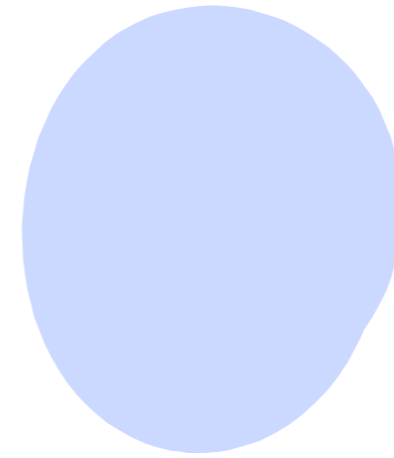
Refers to using abilities and soft skills to come up with new solutions to problems. Creative thinking skills are techniques used to look at the issue from different and creative angles, using the right tools to assess it and develop a plan.



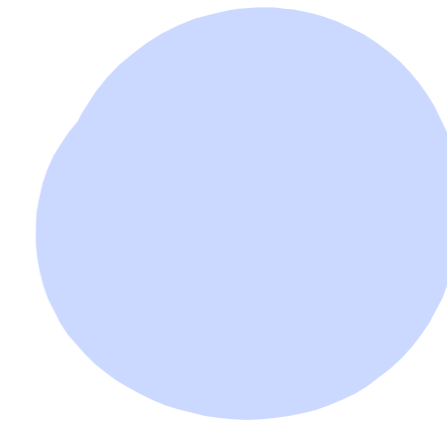
How to develop critical thinking skills



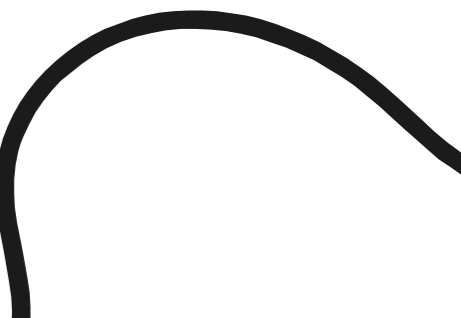
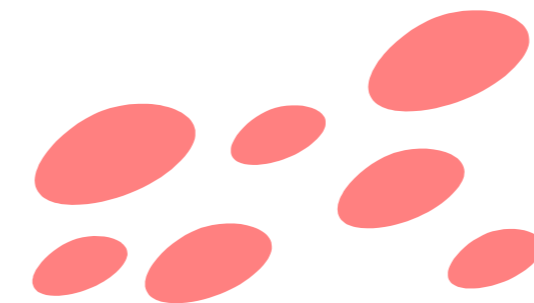
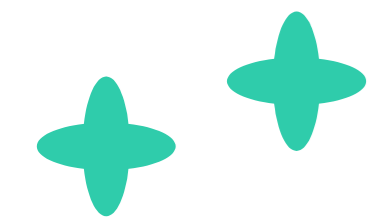
Ask questions



Practice active listening

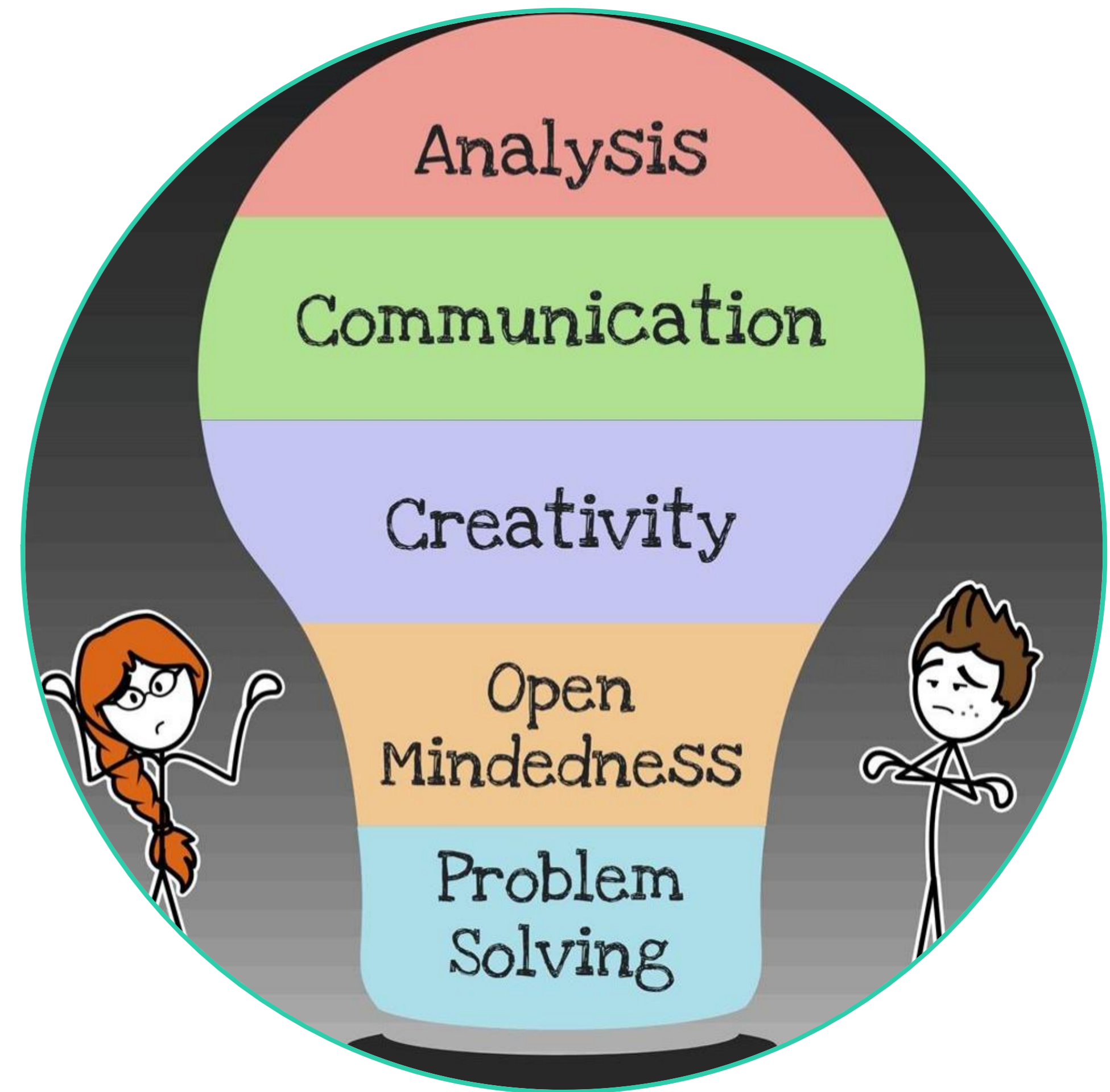


Develop your logic and reasoning

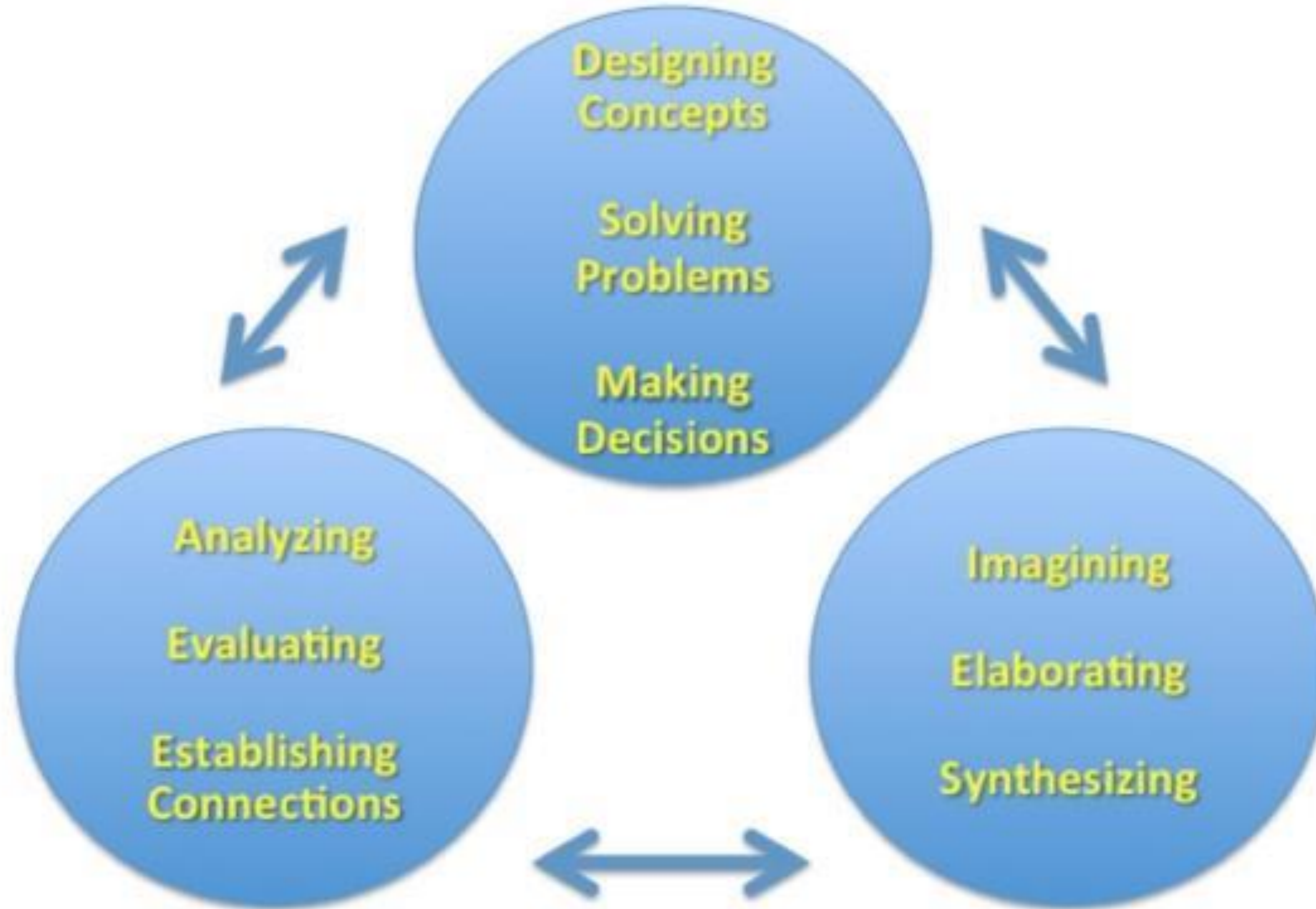


Critical thinking:

Is the ability to interpret, evaluate, and analyze facts and information that are available, to form a judgment or decide if something is right or wrong.



“Actionable” Thinking



Critical Thinking

Creative Thinking

Communication skill:

The process of exchanging ideas, thoughts, opinions, knowledge, and data so that the message is received and understood with clarity and purpose





How to Improve Your Communication Skills



Listening 



Confidence




Conciseness




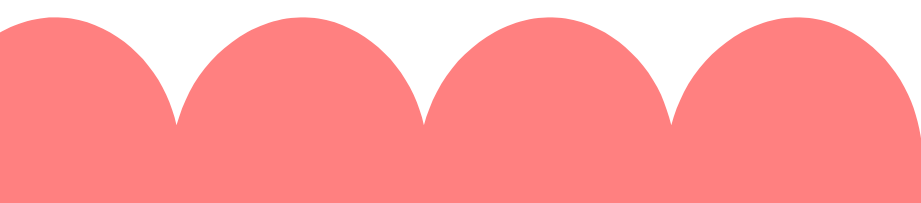
Open mindedness

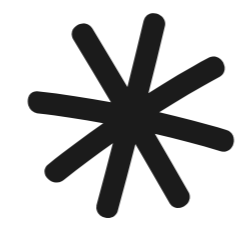


Body language



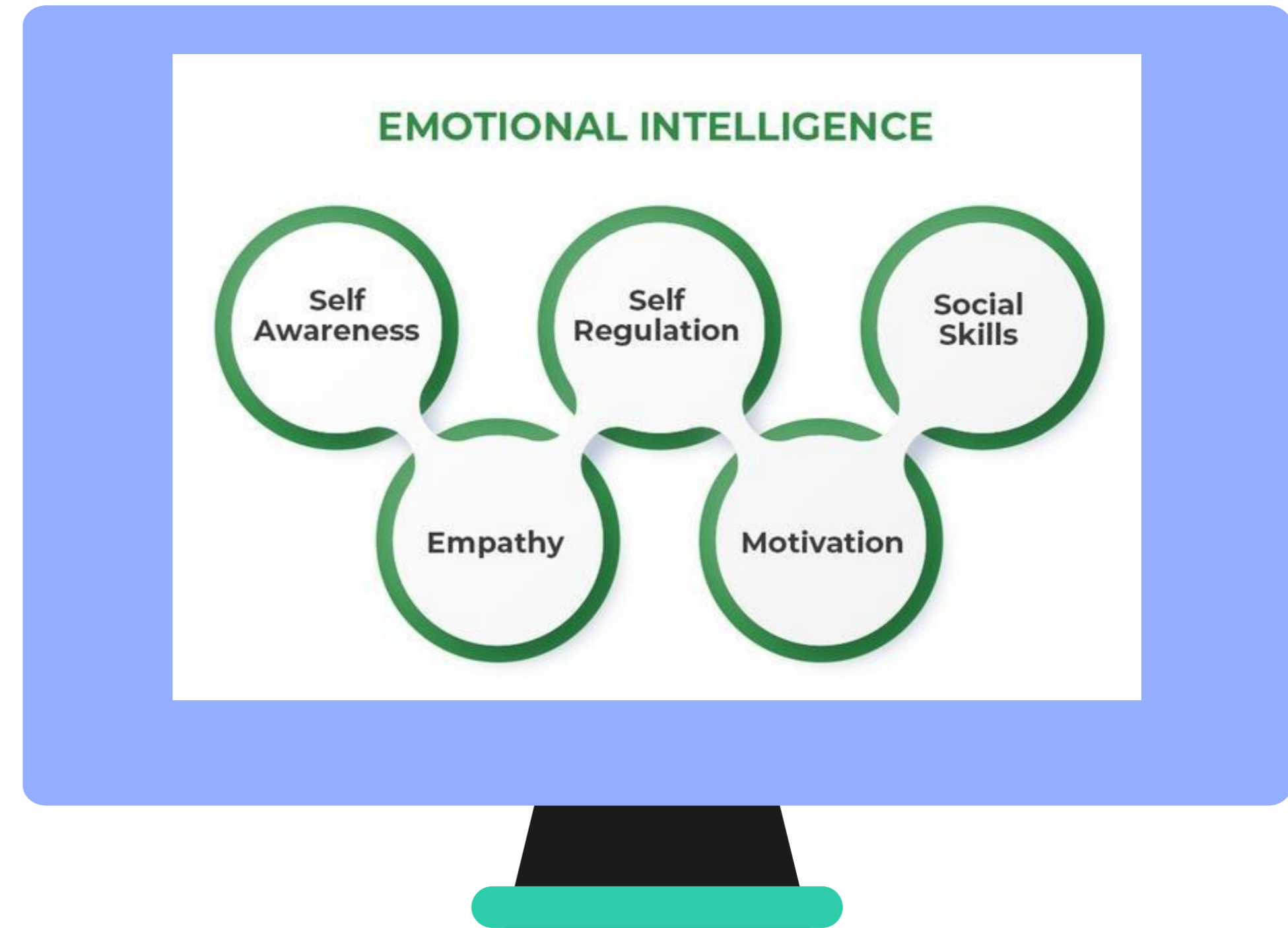
Respect and
using the correct
medium



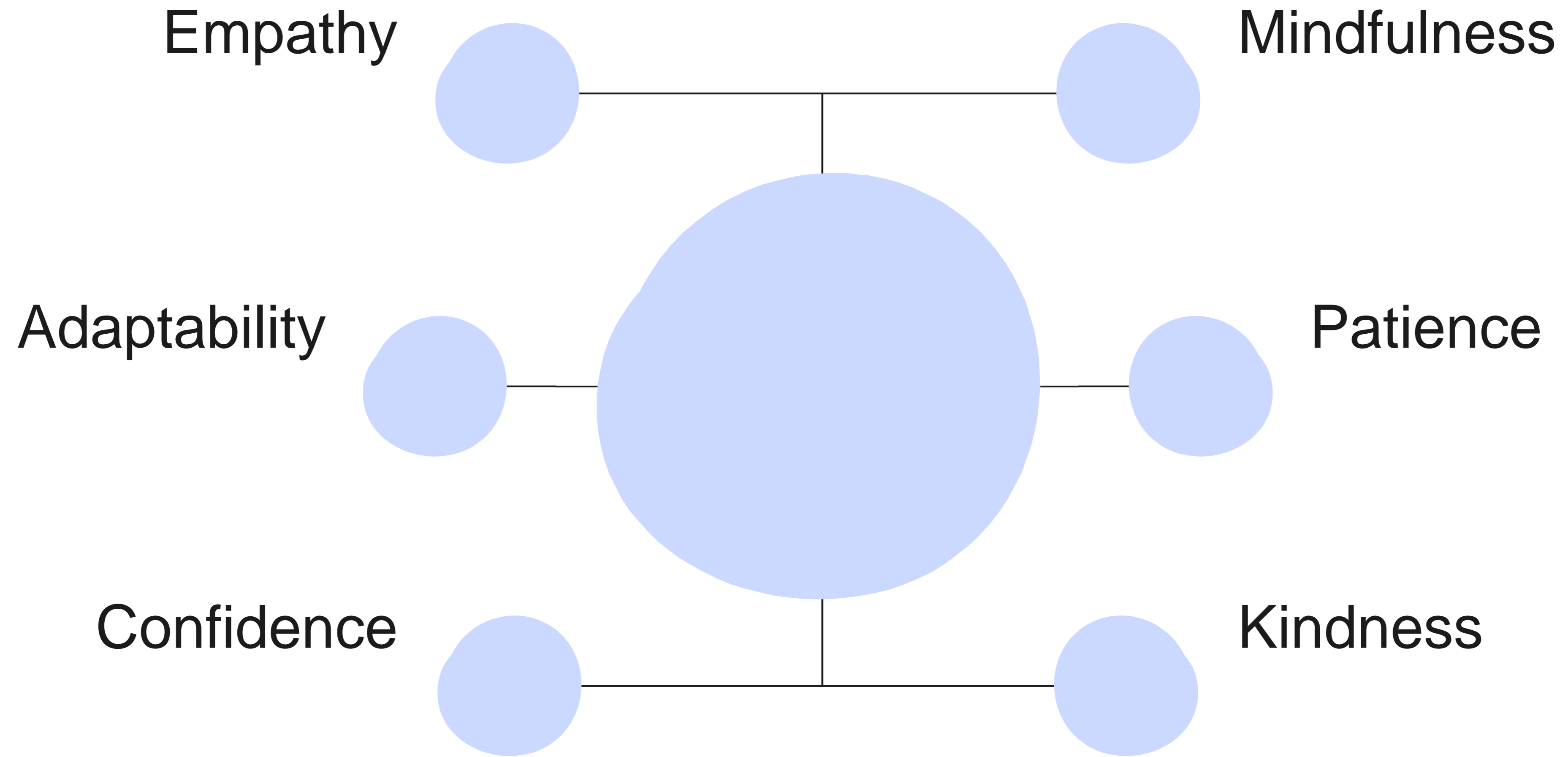


Self awareness skill

Is the ability to monitor your own emotions and reactions. It lets you know your strengths, weaknesses, triggers, motivators and other characteristics.



What are self-awareness skills?



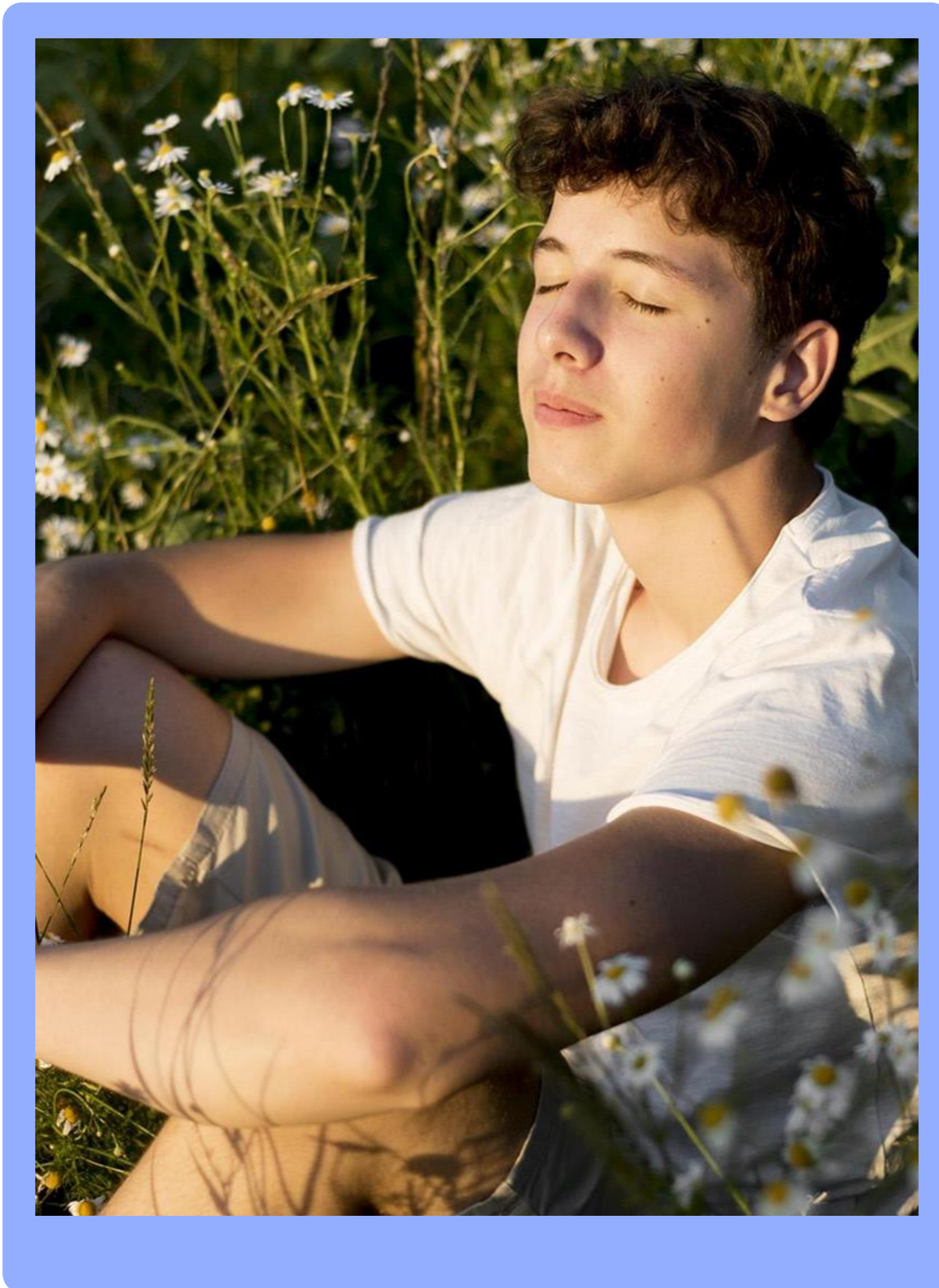
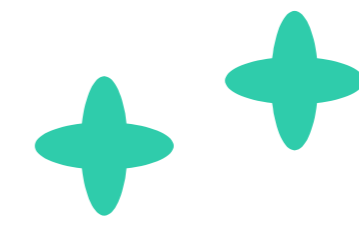


Coping with stress;

The ability to acknowledge and accept the stress in our lives, recognize its source and the effect it has on us. It includes the ability to take action to reduce/ overcome stress, as well as manage the source of stress.

This skill also includes our ability to understand our emotions and reactions to conflict, as well as manage feelings of anxiety and other difficult emotions in order to function effectively in a range of situations.





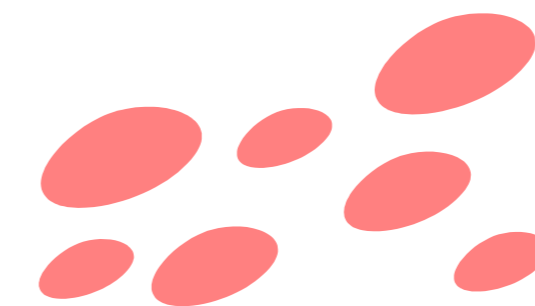
Coping with stress help you to

,
Recognise and acknowledge stress in their lives.

Identify situations wherein they tend to feel stressed.

Identify their own physical and emotional responses to stress.

Identify conflicting emotions and use strategies to manage them.



Identify activities that help them relax.

Recognise the advantage of talking to somebody to reduce stress.

Practise different strategies to manage and reduce stress.

