

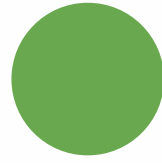
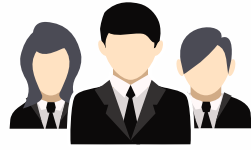
SOFT SKILLS LIST INFOGRAPHICS



COMMUNICATION SKILLS

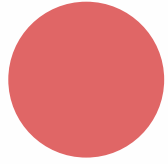
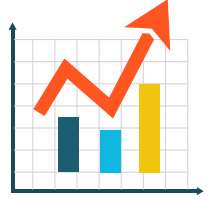
Listening skills
Written and spoken
Verbal and non-verbal abilities
Patience and understanding
Friendliness
Being supportive

Confidence
Open-mindedness
Respect
Feedback
Presentation skills
Public speaking skills



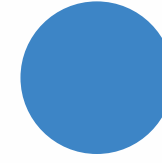
PROBLEM-SOLVING SKILLS

Analytical and lateral thinking
The ability to take the initiative
Logical reasoning
Crisis management



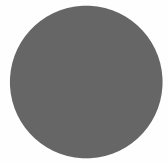
CONFLICT-RESOLUTION SKILLS

By learning conflict-resolution skills, you can keep your personal and professional relationships strong and productive.



SELF-MANAGEMENT SKILLS

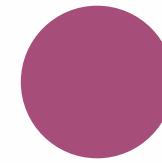
Self-confidence
Self-motivation
Emotional intelligence
Emotion management



TEAM-WORKING SKILLS

Collaborative skills
Care for others
Building confidence
Creative thinking and idea exchange
Patience

Supportive attitude
Friendliness
Empathy
Enthusiasm
Friendliness
Taking criticism



DECISION-MAKING SKILLS

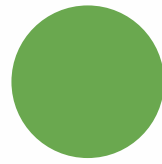
The ability to gather and select information.
Finding possible options and solutions.
Analytical skills.
The ability to select the best options.
The ability to evaluate your plan.



LEADERSHIP SKILLS

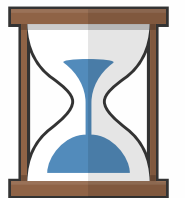
Proactive
The ability to inspire and motivate
Being confident
Strategic Planning
Conflict-resolution skills
Effective delegation skills
Open-minded

Negotiation skills
Optimistic and positive thinking
Planning and analytical skills
Coaching and mentoring
Diplomacy
Talent management



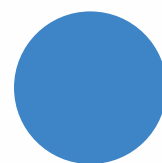
TIME MANAGEMENT AND ORGANIZATION SKILLS

Planning skills
Scheduling skills
Meeting management abilities
Process improvement
The ability to set right goals



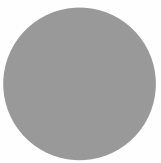
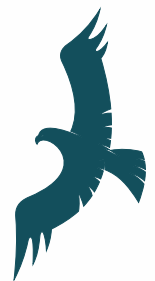
FLEXIBILITY / ADAPTABILITY

Self-management skills
Keeping calm in the face of difficulties
Positive thinking and optimism
Dealing with changing priorities/workloads



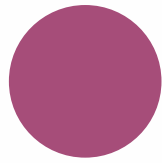
BEING CREATIVE AND INNOVATIVE

Critical thinking
Troubleshooting
Design sense
Artistic sense
Innovation-oriented



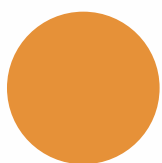
STRESS-MANAGEMENT SKILLS

The main point here is to keep the stress under control or in levels that will help you to make your life a bit less nerve-wracking and more enjoyable.



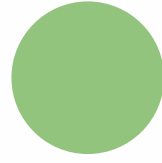
NEGOTIATION SKILLS

Being in a close relationship with persuasion abilities, good negotiation skills involves being able to discuss and reach a satisfactory agreement.



INFLUENCING AND PERSUASION SKILLS

These skills are a great power! Why? Because people believe what you say and you can make them follow or you can influence people in the most beneficial way for you.



NETWORKING SKILLS

Being in a close relationship with persuasion abilities, good negotiation skills involves being able to discuss and reach a satisfactory agreement.

