

DAY 2 – Understanding Soft Skills

Focus: Workplace behaviors

Activity: *Soft Skills in My Life*

Directions

1. Read the soft skills list.
2. Choose **3 soft skills** you already use.
Example: Communication, responsibility, respect
3. Answer the questions below in a complete sentence.

Soft Skill	What It Means	Student-Friendly Example	I Can Statement
Communication	Sharing ideas clearly and listening to others	Speaking clearly during group work and listening when others talk	<i>I can share my ideas clearly and listen respectfully.</i>
Teamwork	Working well with others	Helping my group finish a project together	<i>I can work with others to reach a goal.</i>
Responsibility	Doing what you are supposed to do	Turning in assignments on time	<i>I can take responsibility for my actions and work.</i>
Respect	Treating people kindly and fairly	Using kind words and following school rules	<i>I can treat others the way I want to be treated.</i>
Problem-Solving	Finding solutions to challenges	Figuring out how to fix a disagreement	<i>I can think of ways to solve problems.</i>
Self-Control	Managing emotions and behavior	Staying calm when I feel upset	<i>I can control my emotions and reactions.</i>
Leadership	Helping guide others in a positive way	Encouraging classmates during an activity	<i>I can lead by setting a good example.</i>
Time Management	Using time wisely	Completing work before deadlines	<i>I can manage my time and stay organized.</i>
Adaptability	Handling change positively	Adjusting when plans change	<i>I can adjust when things don't go as planned.</i>
Work Ethic	Trying your best and not giving up	Staying focused even when work is challenging	<i>I can put in effort and do my best work.</i>