

* **Hard skills** are the skills needed to perform a certain task (drawing, using a specific computer program, writing a business plan, etc.)
* **Soft skills** are the skills that make you a great employee and are important in all jobs (communication skills, time management, adaptability,taking initiative, etc.)

**What Do Employers Want?**

**Employers are looking to hire people with excellent soft skills.**

Why do you think that this is the case?

**Top skills employers are looking for in Windsor-Essex:**

1. Computer skills
2. Communication skills
3. Math skills
4. Design skills

# Check off the following soft skills that you have:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ❏ | Listening | ❏ | Cooperation | ❏ | Manners |
| ❏ | Time Management | ❏ | Eye-contact | ❏ | Phone Etiquette |
| ❏ | Integrity | ❏ | Speaking | ❏ | Workplace |
| ❏ | Professionalism | ❏ | Good Attitude | ❏ | Etiquette |
| ❏ | Motivation | ❏ | Good Attendance | ❏ | Proper Work Attire |
| ❏ | Adaptability | ❏ | Learning | ❏ | Positivity |
| ❏ | Reliability | ❏ | Critical Thinking | ❏ | Networking |
| ❏ | Safety | ❏ | Problem Solving | ❏ | Accountability |
| ❏ | Teamwork | ❏ | Creativity | ❏ | Initiative |
| ❏ | Independence | ❏ | Planning | ❏ | Responsibility |
| ❏ | Organization | ❏ | Punctuality | ❏ | Dependability |

**How can I further develop my soft skills?**

**How can I prove to an employer that I have fantastic soft skills?**

**How can I find out what kind of soft skills that an employer wants?**

**How does this connect to my career navigation?**