

Student Worksheet

Soft skills

The following items are jumbled. Match the “soft skill” on the left with an example of how to demonstrate that skill in the workplace. If you need help take a look at the article *Understanding soft skills* on the *myWAY Employability* website ([Click here](#)).

1. Draw a line between the matching items.

Soft skill	Workplace example of that skill
Being persistent	Checking your work for errors
Paying attention to detail	Smiling at people who walk up to you
Being dependable	Staying calm when dealing with an angry customer
Being cooperative	Arriving to work on time everyday
Having self-control	Trying again even when things don't work out the first time
Taking initiative	Emptying the office rubbish bin even though it's not in your job description
Being approachable	Helping a colleague with a task

2. Work with a partner to write a workplace example of the following “soft skills”.

Being adaptable

Being compassionate

Having inter-cultural competence

3. Choose a “soft skill” which you would like to improve.

- Go to your *myWAY Employability* dashboard .
- Write a goal for you to develop a “soft skill”.

