

Teacher notes: Soft skills

Background for teachers

“Soft skills” – otherwise known as “employability skills” – are transferable skills that are needed for many jobs. Examples of soft skills are “cooperation” and “dependability”.

myWAY Employability has an article on Understanding soft skills which you can access ([Click here](#)).

Scaffolding

Most of our student worksheets have at least two versions. Each version is differentiated according to the level of scaffolding it provides.



1 Hand = least amount of scaffolding



2 Hand = moderate scaffolding



3 Hand = greatest amount of scaffolding

Scaffolding may refer to:

- Level of language used on the sheet
- Use of visual supports
- Structure by way of tick boxes etc.
- Or a combination of these.

Steps

- Step 1. Preview the Glossary provided in this practice to teach new vocabulary to identified students.
- Step 2. Preview the article on the *myWAY Employability* website ([Click here](#)).
- Step 3. Decide on the level of differentiation for students for this learning activity.

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

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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”.



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. Match the skill to the workplace example. Draw a line between the matching items.

Skill	Workplace example
Being persistent	Smiling at people who walk up to you
Having self-control	Swapping to do a different task because your boss needs extra help
Taking initiative	Asking how your colleague is feeling after they had to take a day off sick
Being adaptable	Saying good morning to <i>everyone</i> at your workplace (colleagues)
Being compassionate	Staying calm when dealing with an angry customer
Having inter-cultural competence	Trying again even when things don't work out the first time
Being approachable	Emptying the office rubbish bin even though it's not in your job description

2. Write an example of:

Being dependable

.....

Being cooperative

.....

Paying attention to detail

.....



Student Worksheet **Soft skills**

The following items are jumbled. Match the "soft skill" on the left with the correct example on the right. If you need help take a look at the article *Understanding soft skills* on the *myWAY Employability* website ([Click here](#)).

1. Match the skill to the example. Draw a line between the matching items.

Skill	Example
Compassion	Caring for your co-workers Keeping calm!
Cooperation	Working well with others Keep trying!
Dependability	Being on time Caring for your co-workers
Integrity	Saying hello to everyone Telling the truth
Persistent	Keep trying! Saying hello to everyone
Having self-control	Keeping calm! Working well with others

2. What is?

Being adaptable

Taking initiative

