Ten Soft Skills You Need

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Having the technical skills and knowledge is only one part of being the best you can potentially be in the workplace. In addition to hard skills, we must constantly develop the soft skills that allow us to work the most effectively with others. So, what are some of the most important soft skills? This course has been approved for 7 PDUs | 7 CDUs

About This Course

Having the technical skills and knowledge is only one part of being the best you can potentially be in the workplace. In addition to hard skills, we must constantly develop the soft skills that allow us to work the most effectively with others. So, what are some of the most important soft skills? This course has been approved for 7 PDUs | 7 CDUs

Who Should Attend

This course is intended for individuals who want to develop a core set of soft skill.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Learn the most essential soft skills in today's evolving workforce Develop effective communication and empathy in our daily practice Understand how self-confidence and flexibility make a big difference in credibility

Detailed Course Outline

GETTING STARTED

- Housekeeping Items
- Pre-Assignment Review
- Workshop Objectives
- The Parking Lot
- Action Plan

WHAT ARE SOFT SKILLS?

- Definition of Soft Skills
- Empathy and the Emotional Intelligence Quotient
- Professionalism
- Learned vs. Inborn Traits

SOFT SKILL 1: COMMUNICATION

- Ways We Communicate
- Improving Non-Verbal Communication
- Listening
- Openness and Honesty

SOFT SKILL 2: TEAMWORK

- Identifying Capabilities
- Get Into Your Role
- Learn the Whole Process
- The Power of Flow

SOFT SKILL 3: PROBLEM SOLVING

- Define the Problem
- Generate Alternative Solutions
- Evaluate the Plans
- Implementation and Re-evaluation

SOFT SKILL 4: TIME MANAGEMENT

- The Art of Scheduling
- Prioritizing
- Managing Distractions
- The Multitasking Myth

SOFT SKILL 5 AND 6: ATTITUDE AND WORK ETHIC

- What Are You Working For?
- Caring for Others vs. Self
- Building Trust
- Work Is Its Own Reward

SOFT SKILL 7: ADAPTABILITY/FLEXIBILITY

- Getting over the Good Old Days Syndrome
- Changing to Manage Process
- Changing to Manage People
- Showing You're Worth Your Weight in Adaptability

SOFT SKILL 8: SELF-CONFIDENCE

- Confident Traits
- Self-Questionnaire
- Surefire Confidence Building Tactics
- Build Up Others

SOFT SKILL 9: ABILITY TO LEARN FROM CRITICISM

- Wow, You Mean I'm Not Perfect?
- Listen With An Open Mind
- Analyze and Learn
- Clear the Air and Don't Hold Any Grudges

SOFT SKILL 10: NETWORKING

- Redefining Need
- Identifying Others' Interests
- Reaching Out
- When to Back Off

WRAPPING UP

- Words From The Wise
- Review Of The Parking Lot
- Lessons Learned
- Recommended Reading
- Completion Of Action Plans And Evaluations

Frequently Asked Questions

Q: What delivery options are available for Ten Soft Skills You Need?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Ten Soft Skills You Need course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Ten Soft Skills You Need training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Ten Soft Skills You Need?

Yes, we provide corporate training, dedicated training, and closed classes for Ten Soft Skills You Need. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Ten Soft Skills You Need?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Ten Soft Skills You Need training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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