

## Helping to Build a Successful Employee

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**ABSTRACT:** The top complaint by employers nationwide is a lack of soft skills in job applicants. This often forces college graduates to take jobs well below their education and technical (hard skills) knowledge. This session will explore WHAT soft skills are, WHY they are critically important, and HOW to develop and integrate soft skills into your curriculum. Come join us for an interactive, hands-on discussion focused on designing activities that promote the development and assessment of soft skills to unleash the full potential of our graduates by bridging the gap between job applicant behavior and employer expectations.

**LEARNING OUTCOMES:** At the conclusion of this presentation, you will be able to:

- Explain **what** soft skills are
- Describe **why** you should emphasize developing soft skills
- Identify **how** to create activities that promote the development of soft skills

**ONLINE RESOURCES:** The links to other resources related to soft skills are available virtually at:

[http://bit.ly/TeachSoft\\_Skills](http://bit.ly/TeachSoft_Skills)

or use this QR Code →



**Southeastern Technical College – January 5, 2023**

# Soft Skills

*Essential Question:*

**How could I integrate soft skills into my class or the workplace?**

**Questions**

**Describe each of these**

1. What are soft skills?
2. What are hard skills?
3. Why teach soft skills?
4. A template for teaching soft skills
  - a. Discussion
  - b. Activity
  - c. Conclusion/Reflection
  - d. Extension Activity
5. Teaching Time Management Activity
6. Teaching Teamwork Activity
7. Teaching Communication Activity
8. Developing Soft Skills Activities
9. Soft Skills Teaching Plan

**Summary/Reflection**

# Teaching Time Management Activity

**Part 1** – Morning routine while simultaneously counting out loud backwards from 100 by ones

Number of  
Words Written

Number Reached  
When Counting

**Part 2** – Morning routine

**Count backwards  
from 100 by ones**

Number of  
Words Written

Number Reached  
When Counting

# Teaching Teamwork Activity

- **Divide the class into smaller groups**
- **Each group is assigned one scenario**
- **Develop a skit on how to deal with your assigned scenario.**
- **Select a spokesperson to report out**

**What would you say to a team member who...**

1. Is always late
2. Starts side conversations during discussions
3. Gets upset when his/her recommendations are not followed
4. Hogs the conversation/discussion
5. Leaves before the job/work is done
6. Constantly jokes and get people off track
7. Refuses to work with a “certain” team member

# ***Infusing Soft Skills: Activities and More***

| Soft Skills                                  | Activities                             | Extension Activities  |
|--|--|---|
| <b>Teamwork</b>                              | Do a skit                              | Write a case study  |
|  | Journaling activity                    | Complete a quiz   |
|  | Small group reflection                 | Poster presentation   |
|  | Create a list, draw a picture, act out | Write a report  |
| <b>Verbal Communication</b>                  | Watch a video followed by discussion   | Develop a hands-on activity                                       |
|  | Demo then reflection/discussion        | Give an oral presentation   |
|  | Role play then reflection/discussion   | Write a reflection journal  |
|  | Brainstorm possible solutions          | Create a top 10 list relevant to the topic                        |
| <b>Written Communication</b>                 | Discuss a quote                        | Make a video  |
|  | Skill inventory then reflect           | Learning log  |
|  | Teambuilding exercise                  | PowerPoint presentation   |
|  | Discuss a case study                   | Write and perform a skit  |
| <b>Positive Attitude</b>                     | What would you do if...                | Make a TV or radio commercial                                     |
|  | Tell me about a time when...           | Create a flow chart or diagram                                    |
|  | Conversation starter prompt            | Create questions and an answer key                                |
|  | Group activity                         | Make an instructional video                                       |
| <b>Problem Solving<br/>Critical Thinking</b> | Discussions                            | Create an infographic   |
|  | Hold a debate                          | Use a Venn diagram to compare two aspects of the topic            |
|  | Concept map                            | Make a pamphlet or brochure                                       |
|  | Unfolding case studies                 | Write a newspaper article   |
| <b>Professionalism</b>                       | Real-world simulation                  | Write a series of tweets  |
|  | Storytelling                           | Create a Facebook wall  |
|  | Cognitive rehearsal                    | Create a Pinterest board  |
|  | Mind mapping                           | Start a blog  |
| <b>Time Management</b>                       | Illustration                           | Create an Internet scavenger hunt                                 |
|  | Coffee House                           | Write an advice column with several problems related to the topic |
|  | World Cafe                             | Create flash cards or trivia cards                                |
|  | Socratic Seminar                       | Make a short documentary film                                     |
|  | Philosophical Chairs                   | Create a newsletter   |
|  | Jigsaw Activity                        |   |
|  | Analyze a Photograph                   |   |

# Soft Skills Teaching Plan

| Soft Skill                   |                           |  |
|------------------------------|---------------------------|--|
| <b>Discussion</b>            | <b>Activity</b>           |  |
| <b>Conclusion/Reflection</b> | <b>Extension Activity</b> |  |

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for the  
Teaching Communication Activity**