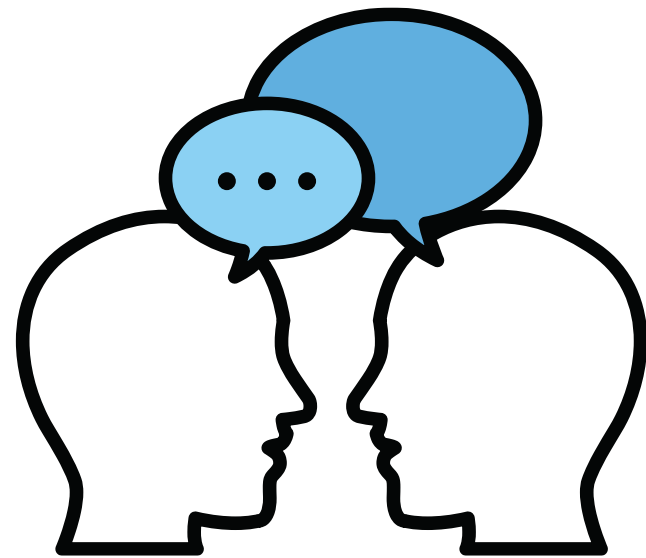
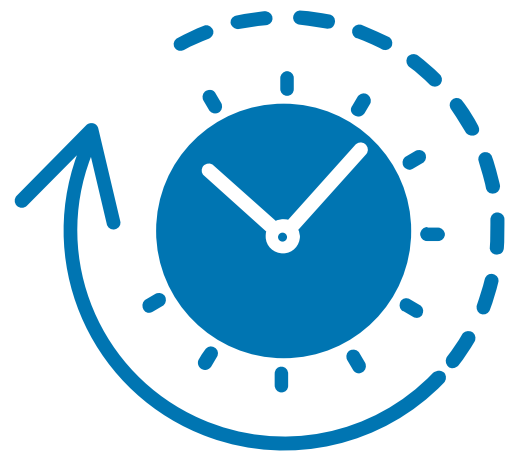




Soft Skills for employment

Prof. Monika Arsova



Effective communication in the workplace

01 Hold face-to-face meetings

02 Know the audience

03 Prioritize two-way communication



Effective communication in the workplace

04 Listening

05 Negotiation

06 Manage your time effectively



Effective communication in the workplace

07 Leverage Technology Wisely

08 Be Solution-Oriented

09 Be Open and Honest



Collaboration

In the workplace, collaboration occurs when two or more individuals work together toward a common goal benefiting the team or company.



Importance:

Collaboration is key to making the workplace more productive, positive, and innovative. When we all work together, we can use our strengths to achieve our shared goals and help the company succeed.

How to improve your collaboration skills?

1. Set precise goals

Identifying goals before you start a project may ensure everyone commits to success and aligns with a common purpose.

2. Communicate (share) your intentions

Inform your teammates about what you're doing and set realistic timeline expectations

3. Listen and learn to compromise

While you may have your own ideas about the project's direction or how the team can perform each task, it's critical to consider your colleagues' opinions.

4. Overcome challenges and solve problems without assigning blame

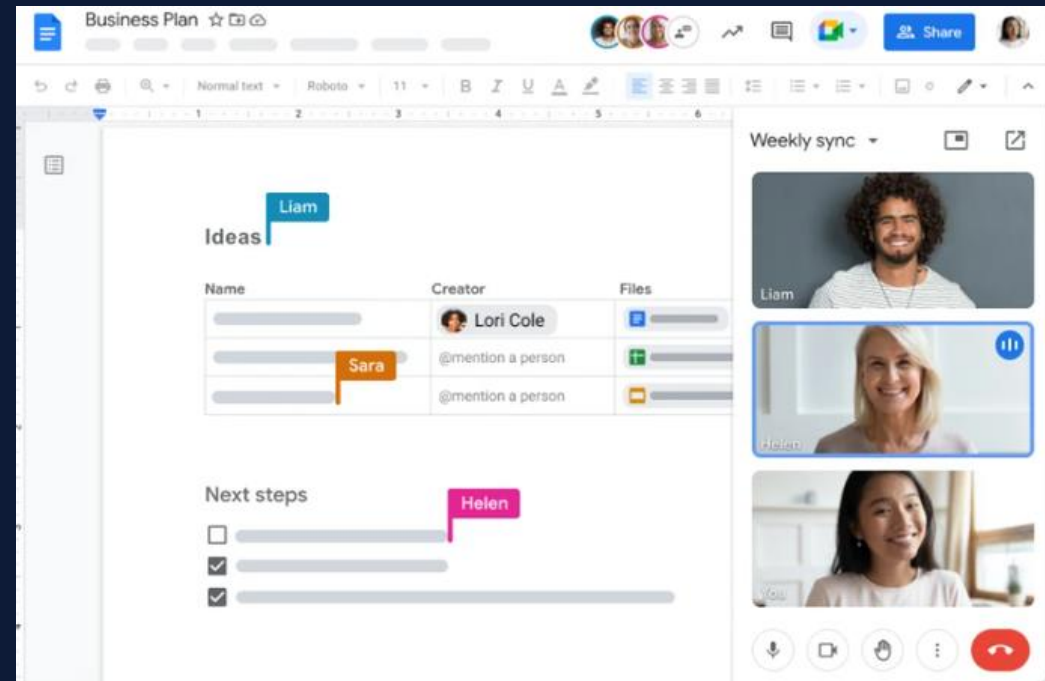
Focus on working together to find solutions.

5. Celebrate collaboration and its successes

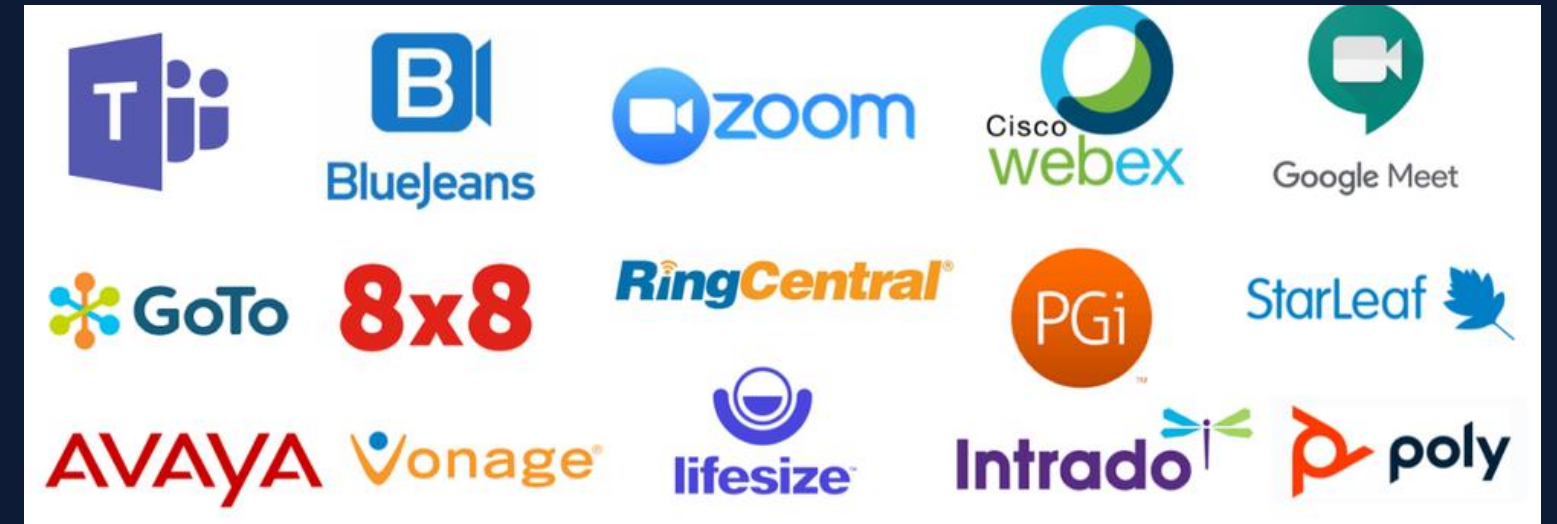
Recognizing results and celebrating positive outcomes together are essential activities for effective collaboration.

Top Collaboration Examples

01 Collaborating on shared documents



02 Video calls and meetings



03 Brainstorming with whiteboards





Leadership

Leadership, often considered a soft skill, plays a crucial role in motivating and inspiring teams.

Skills needed for successful leadership

01 Open-Ended Communication

04 Leading Change

02 Intuitive Intelligence

05 Listening Effectively

03 Delivering Feedback

06 The Ability To Use Humor



5min

Leader You Admire

Pick up a leader that you admire and write down the reasons why.

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