

Soft Skills

Personal Attributes to Succeed in Life

<p><u>The Balance</u> Communication Critical Thinking Leadership Positive Attitude Teamwork Work Ethic Conflict Resolution Problem Solving Motivation Persuasion</p> <p>https://www.thebalancecareers.com/list-of-soft-skills-2063770</p>	<p><u>WikiJob</u> Communication Self-Motivation Leadership Responsibility Teamwork Problem Solving Decisiveness Time Management Flexibility Negotiation & CR</p> <p>https://www.wikijob.co.uk/content/interview-advice/competencies/soft-skills</p>	<p><u>Wikipedia</u> Communication Courtesy Flexibility Integrity Interpersonal Skills Positive attitude Professionalism Responsibility Teamwork Work ethic</p> <p>https://en.wikipedia.org/wiki/Soft_skills</p>	<p><u>LinkedIn</u> Leadership Communication Collaboration Time Management</p> <p>http://www.businessinsider.com/best-resume-soft-skills-employers-look-for-jobs-2018-4</p>	<p><u>TopResume</u> Work ethic Communication Creative Solutions Time Management Teamwork Leadership</p> <p>https://www.topresume.com/career-advice/6-soft-skills-employers-are-looking-for-in-2016</p>	<p><u>Monster</u> Communication Teamwork Adaptability Problem Solving Critical Observation Conflict Resolution Leadership</p> <p>https://www.monster.com/career-advice/article/soft-skills-you-need</p>	<p><u>EDX.org</u> Communication Planning Leadership Teamwork Detail Conscious Critical Thinking</p> <p>https://www.edx.org/professional-certificate/ritx-soft-skills</p>
<p><u>Communication</u> Good listener Public speaking Writing ability Presenting ability Simplify complex Adjust to audience Stick to point Good vocabulary Body language Clarity and concise</p> <p>Colossians 4:6 Prov 10:13,21,33 Prov 18:13,21 Prov 14,3,7,23 Prov 22:11 Prov 20:5 Prov 31:26</p> <p>Comm 101 Comm 102 Speech Proverbs</p>	<p><u>Leadership</u> Confident Motivate others Responsible Decisive Delegator Good teacher Exemplary Observant Recognize talent Creative</p> <p>I Sam 18:30 Prov 29:14 II Sam 24:17 Prov 16:10,12-15 Prov 19:25 Prov 29:4 Prov 20:28</p> <p>Mgmt Principles Great Men in Public David or Saul</p>	<p><u>Teamwork</u> Cooperative Selfless See big picture Positive Friendly Collaborative Perceptive Encouraging Flexible Identify capabilities</p> <p>I Chron 12:38 I Cor 1:10 I Cor 12:24-26 Phil 1:27 Prov 11:13 Eph 4:16 Eph 5:21</p> <p>Every Joint One Another Pretty Shoes</p>	<p><u>Work Ethic</u> Hard working Persistent Initiative Self-motivated Organized Dependable Enthusiastic Integrity Take hard jobs Conscientious</p> <p>Prov 22:29 Prov 6:6-11 Prov 12:24 Prov 20:6 Prov 31:10-31 Prov 25:13 Rom 12:11</p> <p>Work Ethic Getting Ahead Proverbs 27:18</p>	<p><u>Critical Thinking</u> Analytical Require proof Love research Troubleshooting Think outside box Logical thinking Detail conscious Pessimistic Identify fallacies Goal obsessed</p> <p>Prov 22:3 Prov 18:17; 28:11 Prov 15:28 I Thess 5:21 John 7:24 Prov 14:15 Eph 5:15</p> <p>Christian Ethics Godly Priorities Wisdom Proverbs</p>	<p><u>Conflict Resolution</u> Mediator Persuasive Sympathetic Build rapport Apologetic Forgiving Diffuse hostility Define problem Problem solving Emotionally aware</p> <p>Rom 12:17-21 Prov 15:1; 25:15 Prov 10:12; 17:9 James 3:14-18 Matt 5:21-26 Prov 26:4-5 Matt 18:15-17</p> <p>Love Is the Greatest David or Joab Relationship Proverbs</p>	<p><u>Professionalism</u> Businesslike Well-dressed Consistent Poised Serious Time conscious Gracious Punctual Current views Accountable</p> <p>Prov 14:35; 17:2 Gen 41:42-43 II Sam 24:23 Prov 25:6-7 Prov 17:27-28 Eccl 10:12-14 I Cor 10:31-33</p> <p>Great Men in Public Rules of Civility Graciousness</p>

NOTE: Table is not exhaustive. The Internet is full of more information about soft skills. Our website has related studies ([here](#)). These are not the only verses or even the best ones.