

essential
softskills
credential 

Credential has been awarded to

NAME HERE

for demonstrating the following essential soft skills:

Communication and Listening
Resolving Conflict and Making Decisions
Teamwork and Collaboration
Professionalism and Work Ethics
Critical Thinking

Month 2024



Career Readiness
Courseware &
Credentials



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Emma Reynolds-Middleton
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Demonstration of Essential Soft Skills

Communication and Listening

- Interact with others in ways that are friendly, courteous, and tactful.
- Demonstrate respect for others' ideas, opinions, and contributions
- Seek input from others in order to understand their actions and reactions
- Offer clear input on own interests and attitudes so others can understand one's actions and reactions
- Try to adjust one's actions to take into account the needs of others and/or the task to be accomplished

Resolve Conflict and Make Decisions

- Acknowledge that there is a conflict.
- Identify areas of agreement and disagreement.
- Generate options for resolving conflict that have a "win/win" potential.
- Engage parties in trying to reach an agreement on a course of action that can satisfy the needs and interests of all.
- Evaluate results of efforts and revise approach as necessary.

Teamwork and Collaboration

- Cooperate with others and negotiate to resolve conflicts
- Demonstrate a willingness to learn from others and gain information
- Demonstrate Leadership skills and guides others
- Make sound decisions with others
- Respect individual differences
- Understand the benefits of teamwork and collaboration with others

Professionalism and Work Ethics

- Establish learning goals that are based on an understanding of one's own current and future learning needs.
- Identify one's own strengths/weaknesses as a learner and seek out opportunities for learning that help build self-concept as a learner.
- Identify and use strategies appropriate to goals, task, context, and the resources available for learning.
- Monitor progress toward goals and modify strategies or other features of the learning situation as necessary to achieve goals.

Critical Thinking

- Attend to visual sources of information, including television and other media.
- Determine the purpose for observation and use strategies appropriate to the purpose.
- Monitor comprehension and adjust strategies.
- Analyze the accuracy, bias, and usefulness of the information.
- Integrate information with prior knowledge to address viewing purpose.

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