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10 Soft Skills You Need: In the Work Place (Paperback)

By Susanne Rothschild

Createspace, United States, 2015. Paperback. Book Condition: New. 216 x 140 mm. Language: English . Brand New Book ***** Print on Demand *****.What are soft skills? Simply put, soft skills are the personal attributes that allows us to effectively relate to others. They are essential for success in any career. Unlike hard skills, which are the technical and knowledge skill set we bring to our work, soft skills are interpersonal and can be applied in a broad array of situations. Like all skills, soft skills can be learned. This book introduces us to how to apply soft skills to help build stronger work relationships, work more productively, and maximize our career prospects. Often we place the focus of our career development efforts on hard skills - technology skills, knowledge, and other skills that specifically relate to our ability to get work-related tasks done. This means we neglect to develop our soft skills. However, soft skills are essential for career success and are directly transferrable to any job, organization, or industry. As a result, they are an investment worth making. In this book, you will learn tips to develop your soft skills in Communication Listening Showing Empathy Teamwork Problem Solving Time...



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