

Helping to Build a Successful Employee

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

or use this QR Code \rightarrow



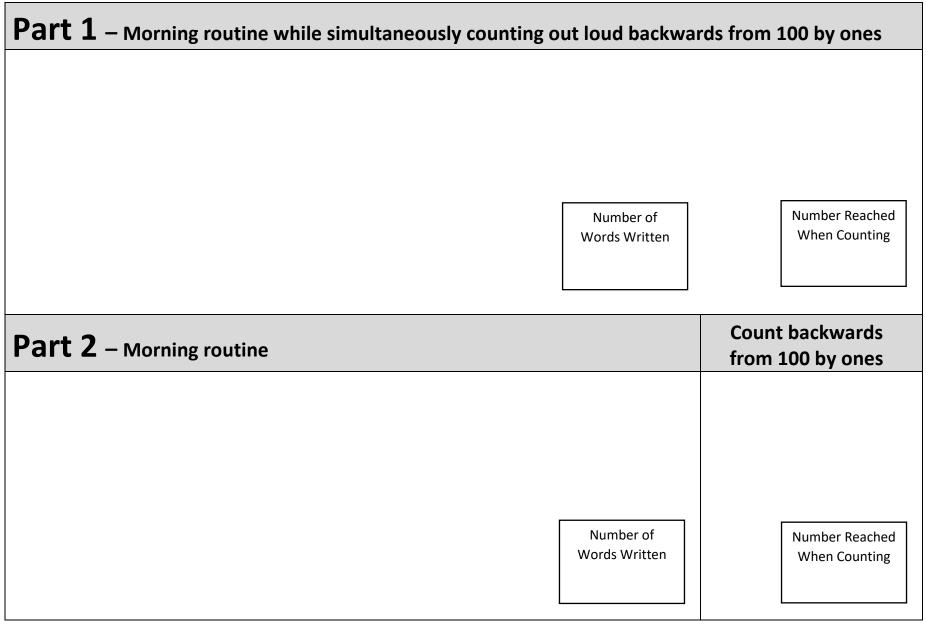
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Essential Question:	How could I integrate soft skills into my class or the workplace?			
Questions	Describe each of these			
	1. What are soft skills?			
	2. What are hard skills?			
	3. Why teach soft skills?			
	4. A template for teaching soft skills			
	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/F	Summary/Reflection			

Teaching Time Management Activity



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
	Do a skit
Teamwork	Journaling activity
Teanwork	Small group reflection
	Create a list, draw a picture, act out
	Watch a video followed by discussion
Verbal	Demo then reflection/discussion
Communication	Role play then reflection/discussion
	Brainstorm possible solutions
	Discuss a quote
Written	Skill inventory then reflect
Communication	Teambuilding exercise
communication	Discuss a case study
	What would you do if
	Tell me about a time when
Positive Attitude	Conversation starter prompt
Positive Attitude	Group activity
	Discussions
	Hold a debate
	Concept map
Problem Solving	Unfolding case studies
Critical Thinking	Real-world simulation
	Storytelling
	Cognitive rehearsal
	Mind mapping
Professionalism	Illustration
Professionalism	Coffee House
	World Cafe
	Socratic Seminar
Time	Philosophical Chairs
Management	Jigsaw Activity
	Analyze a Photograph

Extension Activities

Write a case study		
Complete a quiz		
Poster presentation		
Write a report		
Develop a hands-on activity		
Give an oral presentation		
Write a reflection journal		
Create a top 10 list relevant to the topic		
Make a video		
Learning log		
PowerPoint presentation		
Write and perform a skit		
Make a TV or radio commercial		
Create a flow chart or diagram		
Create questions and an answer key		
Make an instructional video		
Create an infographic		
Use a Venn diagram to compare two		
aspects of the topic		
Make a pamphlet or brochure		
Write a newspaper article		
Write a series of tweets		
Create a Facebook wall		
Create a Pinterest board		
Start a blog		
Create an Internet scavenger hunt		
Write an advice column with several		
problems related to the topic		
Create flash cards or trivia cards		
Make a short documentary film		
Create a newsletter		

Soft Skills Teaching Plan

Soft Skill	
Discussion	Activity
Conclusion/Reflection	Extension Activity

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Teaching Communication Activity