





### **Erik**Christensen





- Veteran, U.S. Navy (23 years)
- Higher Education (18 years)
- Dean Emeritus, SFSC
- 5G Power Skills Certified
- Soft skills trainer for students, faculty, and local community
- SACSCOC QEP Lead Evaluator and advisor on soft skills

#### **Mastering Soft Skills**



#### **Kindergarten to College**

### An Analogy...





#### **Full Alignment with Your QEP**



### **Neuroscience Activity**



## Which are you?

Right Thumb on Top



Sexy

Left Thumb on Top



**Sneaky** 

Both Thumbs Together



Sneaky About Being Sexy

## Integrating Soft Skills

# It's different, But it's same!



#### **Learning Outcomes**

- Be able to explain what soft skills are.
- Be able to describe **why** you should emphasize developing soft skills.
- Be able to identify how to develop activities focused on developing soft skills.





#### 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 →

#### Southeastern Technical College – January 5, 2023

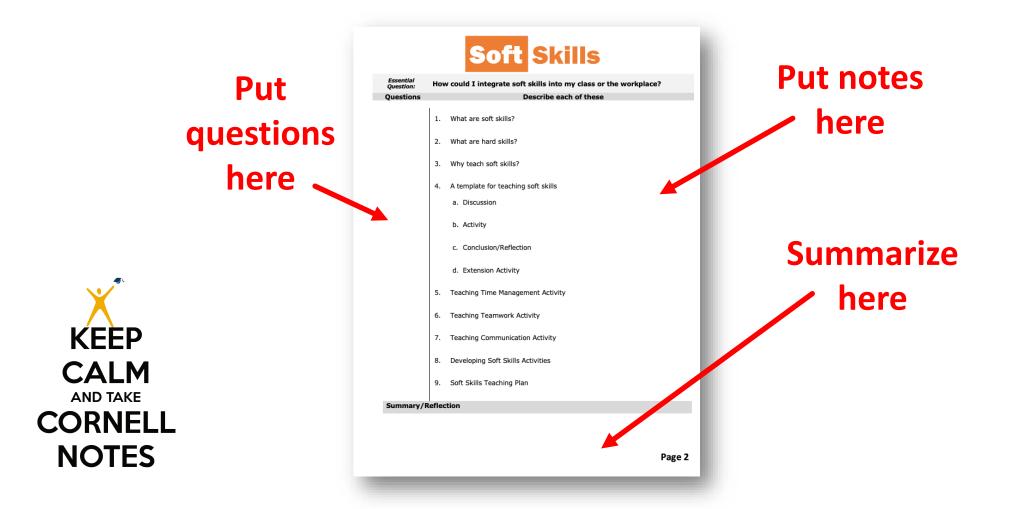


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#### **Note Taking Guide**





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# Warm-up Exercise

## **Balance all** six nails on top of the nail in the wood



# The

# Solution

Start with one nail



Add two more nails to the right



Add two more nails to the left



## Add last nail in the center



## Carefully balance on the nail. Success!



#### Soft Skills Observable in the Nail Challenge?

- Communication
- Teamwork
- Time Management
- Critical Thinking
- Problem Solving
- Adaptability
- Creativity
- Leadership

- Positive Attitude
- Interpersonal Skills
- Willingness to Learn
- Resilience
- Attention to Detail
- Influencing
- Personal Skills
- Organization



# What?



# A simple term for a complex set of personal qualities

### Origin of the term "soft skills"

#### U.S. Army Training Manual - 1972

"skills, abilities, and traits that pertain to personality, attitude, and behavior rather than to formal or technical knowledge."



### **Many Other Names**



- Power Skills
- Employability Skills
- Communication Skills
- People Skills
- Emotional Intelligence

- Behavioral Skills
- Leadership Skills
- Human Skills
- Personal Skills
- Interpersonal Skills

#### Hard vs. Soft Skills

Hard skills are specific, quantifiable, and teachable abilities that can be defined and measured.

Soft skills are character traits and interpersonal skills that characterize a person's relationship with other people.

#### Hard and Soft Skills Should be Taught in Tandem

### Hard Skills

### **Soft Skills**

#### Soft Skills Get a Bad Rap!

#### General public says..

- They're soft.
- They are not measurable or teachable.
- Not very important.



#### Research says..

- They are hard.
- They are measurable and teachable.
- They are **very** important.



#### **Changing Nature of Soft Skills**



#### It is no longer easy to tell the tone of voice

#### **Bad News**



## Some people are innately better than others at soft skills







## Soft skills can be trained, coached, and developed



#### Which is most important?



A. Teamwork

- **B.** Communication
- **C.** Positive Attitude
- **D. Critical Thinking**
- **E. Professionalism**
- **F. Time Management**

Soft Skills





# When the second second



#### Because there is a need!

#### **The Disconnect**



Competency	Considered Essential by hiring managers	Rated Proficiency by college graduates
Teamwork/Collaboration	97.5%	77.0%
Critical Thinking/Problem Solving	99.2% ←	<b>→ 55.8%</b>
Professionalism/Work Ethic	100%	<b>→ 42.5</b> %
<b>Oral/Written Communications</b>	95.9%	<b>→ 41.6%</b>
Leadership	68.6%	→ 33%
Career Management	47.1%	<b>→ 17.3%</b>

National Association of Colleges and Employers (NACE)

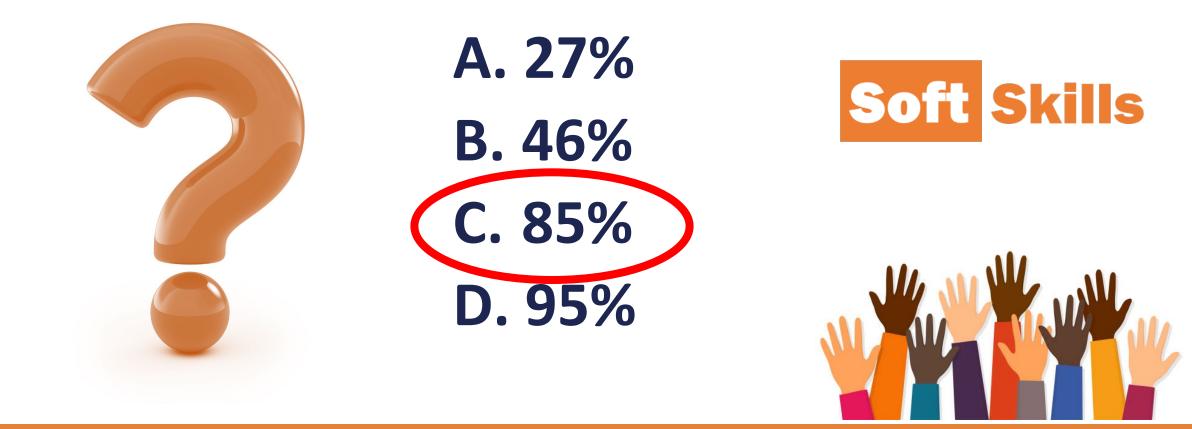
### 21<sup>st</sup> Century Challenge



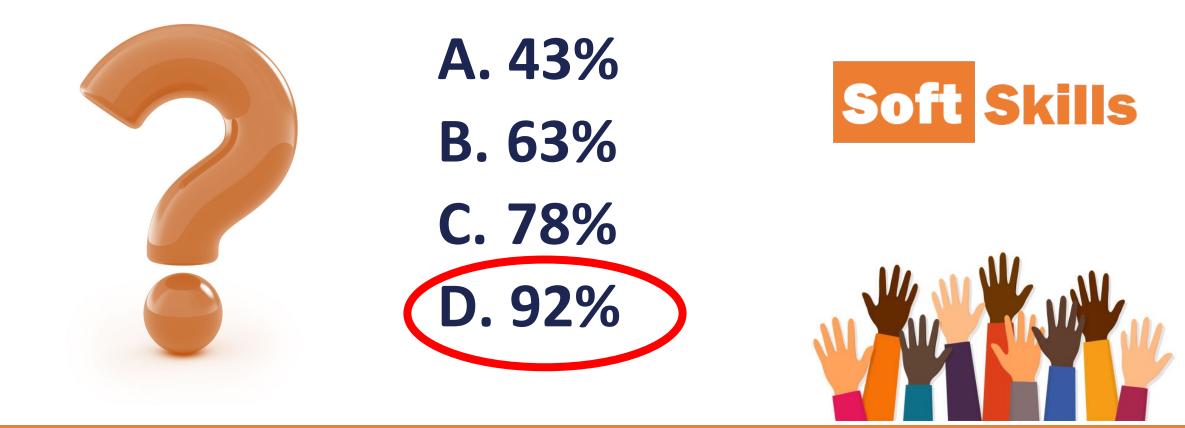
80% of executives believe we need to fuse the three R's with the four C's

Reading WRiting ARithmetic Critical Thinking Creativity Collaboration Communication

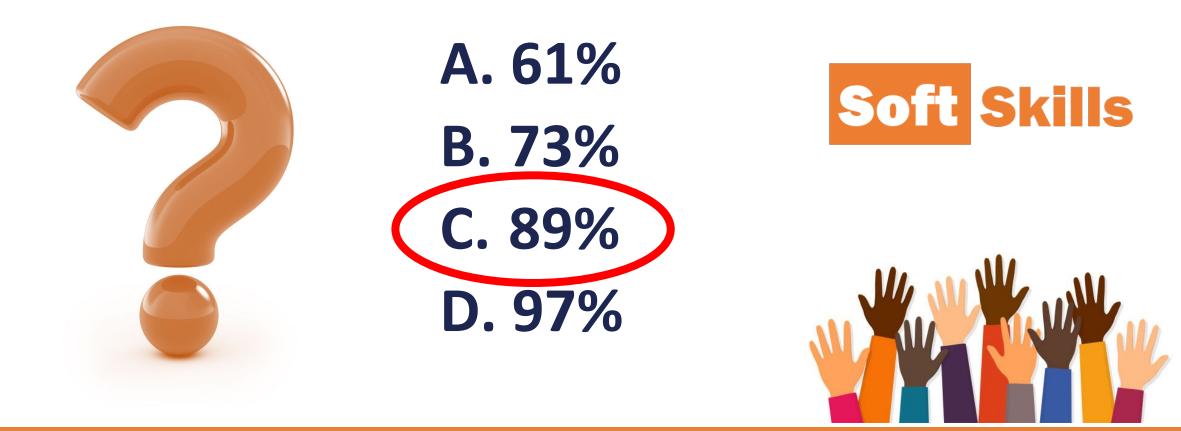
## What amount of job success attributable to soft skills excellence?



## What percent of executives rate soft skills at least as important as technical skills?



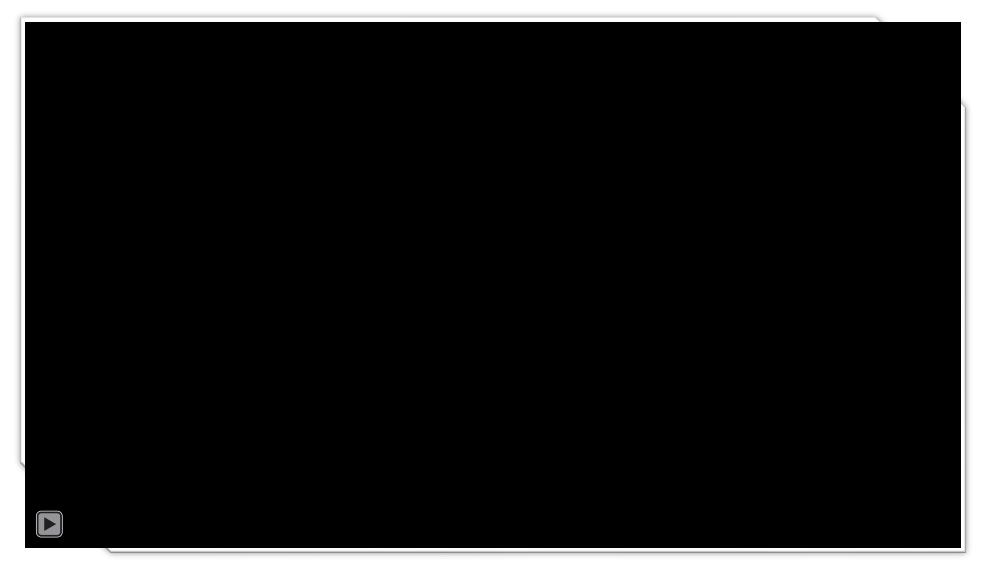
## What percent of executives report difficulty finding talent with soft skills?



# *"We hire for hard skills. We fire for soft skills."*



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#### https://www.ispot.tv/ad/dSpg/mcdonalds-skills-that-work-for-you

#### **Shoulder Partner Activity**



### Discuss with your *shoulder partner* what soft skills are and why they are important in the workplace





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# HOWP

### Teaching **Soft Skills**

#### Cannot be done in a vacuum but must be...

- Introduced
- Developed
- Refined
- Practiced
- Reinforced



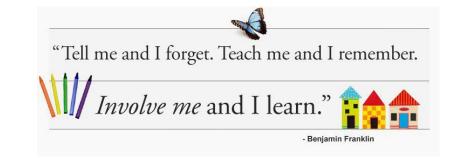
#### Follow the Universal Design for Learning

- Enable demonstration of learning through multiple modalities
- Encourage the use of technology
- Include opportunities for "do-overs"
- Provide instructions identifying steps to completion
- Encourage students to present their own thoughts and opinions
- Provide feedback in multiple forms
- Include opportunities for students to collaborate
- Provide opportunities for students to ask questions

#### Learning Content Should Be...



- Engaging and fun
- Easy to understand and complete
- Relevant to their needs



- Applicable to both the workplace and their personal lives
- Presented in ways that make it easy to digest and retain

#### **Recommended Framework**

- 1. Discussion
- 2. Activity
- 3. Conclusion/Reflection
- 4. Extension Activity



#### Discussion



- Start the class with a short topic overview
- Engage in a discussion
- Present a situation and ask for comments
- Show a video and then discuss

#### Activity



- Engage students in a fun, yet meaningful, activity focused on a specific soft skill
- Easy to understand and relevant
- Applicable to both workplace and home
- Presented so it easy to digest and retain

#### **Activity Examples**

- Perform a skit
- Journaling activity
- Discuss a quote
- Draw a concept map
- Analyze a photograph
- Unfolding case study
- Watch a video then discuss/reflect



Critical Thinking Creativity Collaboration Communication

#### **Conclusion/Reflection**



- Summarize what should have been learned from the activity
- Ask students some reflective questions
  - What would you do?
  - What would you tell your friend?

#### **Extension Activity**



- After-class assignment to assess learning
- Individual or group assignment
- Options:
  - Post online for others to comment
  - Present in class at next meeting
  - Submit for evaluation and grade

#### **Extension Activity Examples**

- Create a poster presentation
- Create an infographic
- Develop a hands-on activity
- Write and perform a skit
- Create an internet scavenger hunt
- Create a Facebook wall
- Make a video

Critical Thinking Creativity Collaboration Comunication





## Teaching Time Management



#### **Time Management**



- Effective planner
- Organizing time
- Prioritization of tasks
- Process of planning time
- Time allocation
- Time analysis

- Time control
- Time optimization
- Time scheduling
- Timing
- Working time arrangement

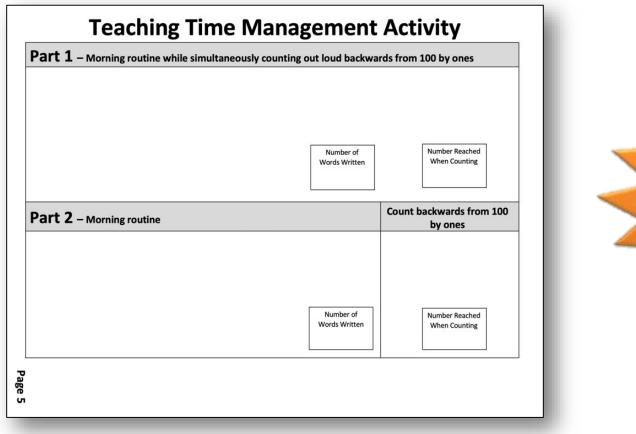
#### Discussion



- In small groups, define time management and multitasking
- Make a list of skills involved in managing time
- Compare lists with other groups
- Can you be effective doing two or more tasks at the same time? Let's find out!

#### **Teaching Time Management Activity**







#### **Activity Example - Part 1**

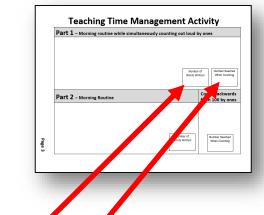
 On my mark, write down your typical morning routine while <u>simultaneously</u> counting out loud, backwards from 100 by



#### **Activity Example - Part 1**

## 00:30

#### **Activity Example - Part 1**

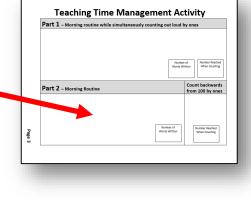


#### Record the number of words you wrote *and* the number you reached

#### **Activity Example - Part 2a**

• On my mark, write down your typical morning routine

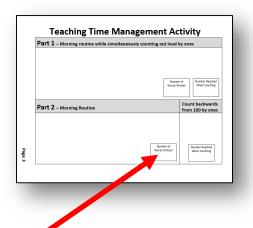
• Ready, set,...



#### Activity Example - Part 2a

## 00:30

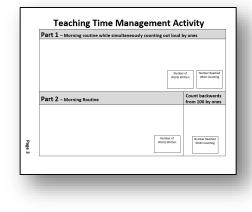
#### **Activity Example - Part 2a**



Record number of words you wrote

#### **Activity Example - Part 2b**

 Now, on my mark, count out loud, backwards from 100 by ones

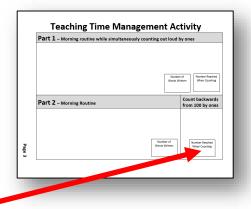


• Ready, set, ...

#### **Activity Example - Part 2b**

## 00:30

#### **Activity Example - Part 2b**



Record the number you reached -

#### Conclusion

- **Teaching Time Management Activity** Part 1 - Morning routine while simultaneously Compare your results.
- What observations did you notice?
- Now, how effective do you think you are at multitasking?

#### **Extension Activity**



- Write a case study on time management.
- Develop a hands-on activity on time management.
- Write a reflective journal.
- Find and review ten apps related to time management.
- Create an Internet scavenger hunt related to time management.



# Teaching **Communication**



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#### Communication

- Able to listen
- Listening
- Negotiation

- Soft Skills
- Read body language
- Storytelling
- Verbal communication
- Nonverbal communication Visual communication
- Persuasion
- Presentation
- Public speaking

- Writing reports/proposals
- Writing skills

#### Discussion



- Communication comes in many forms (e.g., verbal, aural, non-verbal, written, visual).
  - Can you give me an example of each?
- It is important to understand your preferred communication method and those you work with.
- Communication skills are some of the most desired skills employers look for.

#### **Activity Example**

- Get a sheet of paper (last page of handout).
- Hold it in front of you.
- Close your eyes and listen carefully to my directions.
- The rules: No peeking or asking questions!



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- Fold your sheet of paper in half.
- Now, tear off the upper **right-hand** corner.
- Fold the paper in half again and tear off the upper left-hand corner.
- Fold in half again in half.
- Now tear off the lower **right-hand** corner.

- Open your eyes and unfold your paper.
- If I did a good job of communicating and you did a good job of listening, all of our sheets should look the same! **Do they?**
- Hold up your sheet for everyone to see. Compare your sheet with others.
- Why do you think no one else's paper matched your paper exactly?

#### Conclusion

- Part of being a good communicator is recognizing that people need to receive information in different ways in order to be successful.
- If the goal of this activity was really to have everyone's snowflakes look exactly the same, what changes could have been made to the directions?

#### **Student Worksheet**



Work in small group to create a definition of "good communication" by making a list of responsibilities for being a good communicator and a good listener.

Responsibilities of being a Good Communicator Good Listener		
bod communicator	Good Listener	

### **Extension Activities**



- Create a poster on communication.
- Develop a hands-on activity on communication.
- Create a top ten list of good communication traits.
- Create an instructional video on communication.
- Write an advice column with several communication problems.



# Teaching Teamwork



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#### Teamwork

- Accept feedback
- Collaborative
- Customer service
- Deal with difficult situations
- Deal with office politics
- Disability awareness
- Diversity awareness
- Emotional intelligence
- Empathetic
- Establish interpersonal relationships



- Intercultural competence
- Interpersonal skills
- Influential
- Networking
- Persuasive
- Self-awareness
- Selling skills
- Social skills
- Team builder
- Team player

### Discussion



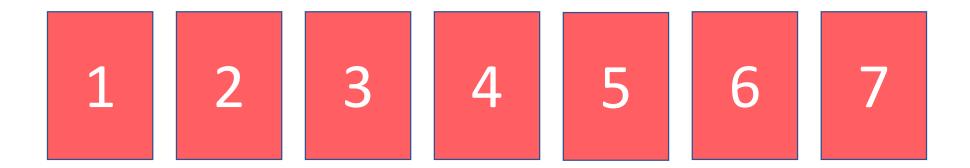


- If you were picking players to play on your soccer team, what attributes would you look for?
- Discuss how not everyone who plays on a soccer team can score a goal, but everyone has an important role to play
- Relate soccer example of teamwork to the workplace

### Activity

- LETS'S PRACTICE
- Each table is assigned a scenario (1 to 7).
- Each table is to develop an action plan on how to deal with your assigned scenario.
- Select a spokesperson to report out.

### **Find Your Table Number**



#### 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





7. Refuses to work with a "certain" team member



### **Report Out**

- 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

### Conclusion



- Working in small groups, make a list of the attributes of a good team player.
- Have **you** been a team player in this assignment? Convince those in your group. Why or why not?
- Why do you think employers value team players?
- Your best friend is in trouble at work because she is not a team player. What suggestions would you give to her?

#### **Extension Activities**



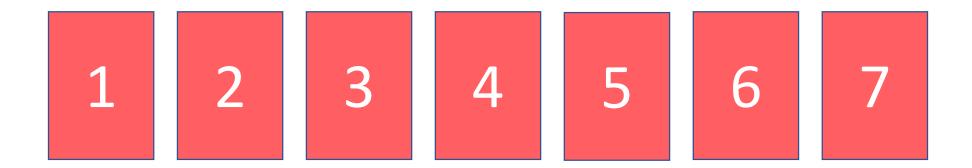
- Create a poster on teamwork.
- Create a video related to teamwork.
- Create an infographic related to teamwork.
- Write and perform a skit related to teamwork.
- Write an advice column with several teamwork problems.

### Now, It's Your Turn!

- Each table will be assigned a soft skill.
- At your table, discuss teaching that skill.
- Develop a draft lesson with a:
  - Discussion
  - Activity
  - Conclusion/Reflection
  - Extension Activity



### Same Number as Previously



#### Soft Skill Assignments

- 1. Teamwork
- 2. Verbal Communication
- 3. Written Communication
- 4. Positive Attitude
- 5. Problem Solving/Critical Thinking
- 6. Professionalism
- 7. Time Management



#### **Infusing Soft Skills: Activities and More**

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#### Page 5

As a group, use this as a smorgasbord of ideas to select an activity and an extension activity for your assigned soft skill

Soft Skills	Activities	Extension Activities
Teamwork	Do a skit	Write a case study
	Journaling activity	Complete a quiz
	Small group reflection	Poster presentation
	Create a list, draw a picture, act out	Write a report
Verbal Communication	Watch a video followed by discussion	Develop a hands-on activity
	Demo then reflection/discussion	Give an oral presentation
	Role play then reflection/discussion	Write a reflection journal
	Brainstorm possible solutions	Create a top 10 list relevant to the t
Written Communication	Discuss a quote	Make a video
	Skill inventory then reflect	Learning log
	Teambuilding exercise	PowerPoint presentation
communication	Discuss a case study	Write and perform a skit
	What would you do if	Make a TV or radio commercial
Positive Attitude	Tell me about a time when	Create a flow chart or diagram
	Conversation starter prompt	Create questions and an answer key
	Group activity	Make an instructional video
	Discussions	Create an infographic
Problem Solving Critical Thinking	Hold a debate	Use a Venn diagram to compare two
	Concept map	aspects of the topic
	Unfolding case studies	Make a pamphlet or brochure
	Real-world simulation	Write a newspaper article
	Storytelling	Write a series of tweets
	Cognitive rehearsal	Create a Facebook wall
Professionalism	Mind mapping	Create a Pinterest board
	Illustration	Start a blog
	Coffee House	Create an Internet scavenger hunt
	World Cafe	Write an advice column with several
	Socratic Seminar	problems related to the topic
Time	Philosophical Chairs	Create flash cards or trivia cards
Management	Jigsaw Activity	Make a short documentary film
	Analyze a Photograph	Create a newsletter

Infusing Soft Skills: Activities and More

#### Soft Skill Teaching Plan Activity

#### Page 6

As a group, complete this concept map to plan out how to teach your assigned soft skill

Soft Skill	
Discussion	Activity
Conclusion/Reflection	Extension Activity

# Let's

# Debrief

#### **Soft Skill Assignments**

1. Teamwork

2. Verbal Communication

3. Written Communication

4. Positive Attitude

5. Problem Solving/Critical Thinking

6. Professionalism

7. Time Management



### **Shoulder Partner Activity**



# Discuss with your *shoulder partner* something you plan to implement from this session





### **Shoulder Partner Activity**



# Discuss with your *shoulder partner* something you plan to implement from this session



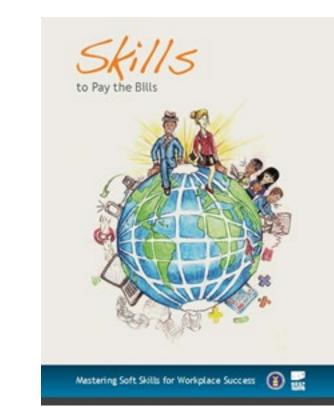
# 02:00



#### **Skills to Pay the Bills**

- Curriculum and videos developed by ODEP focused on teaching "soft" or workforce readiness skills
- Modular, hands-on, engaging activities and videos that focus on six key skill areas:
  - Communication
  - Enthusiasm and Attitude
  - Teamwork
  - Networking
  - Problem Solving and Critical Thinking
  - Professionalism

#### https://www.dol.gov/odep/topics/youth/softskills





Also available in Spanish





#### **Experiential Learning Technology**

#### **Employability Skills**

#### Soft Skills Addressed:

- Communication
- Teamwork
- Problem Solving
- Critical Thinking
- Using Technology
- Time Management
- Interviews

- Motivation
- Work Ethic
- Listening
- Respect
- Responsibility
- Flexibility
- Interpersonal Skills

#### **Curriculum Components:**

- Teacher Guide
- Student Workbook set of 20
- Microsoft PowerPoint Presentation Slides
- Workplace Scenario Cards set of 19

#### • Negotiation

- Networking
- Patience
- Presentation Skills
- Self-Confidence
- Stress Management

#### Length:

This 19-30 hour curriculum is comprised of 19 lessons.

#### https://www.realityworks.com



### 





5G Power Skills

5G Leadership Skills



5G Coaching Skills



5G Critical thinking Skills



5G Bootcamp

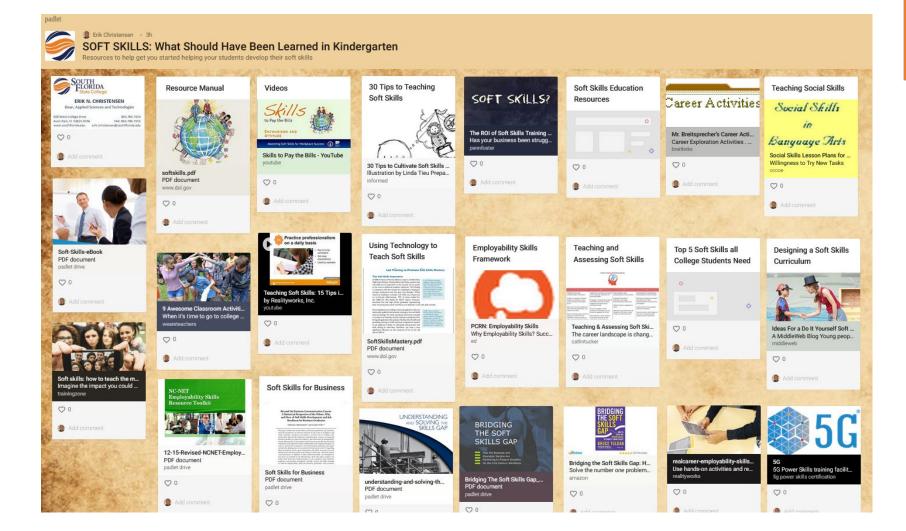


5G EDGE



#### https://5gpowerskills.com









#### **Bit.ly/TeachingSoftSkills**

#### **Learning Reflection**



- Can you explain what soft skills are?
- Can you describe why you should emphasize developing soft skills?
- Can you identify how to develop activities focused on developing soft skills?

# Will you consider promoting training on soft skills in your class?



A. Already do!

B. Yes

C. Maybe

D. No

Soft Skills



#### **Door Prizes**

### You need a ticket to play!





The Random Number Generator





# Questions?



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# Thank You!



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