



EPISODE 1 WORKSHEET

Key Things to Remember

Many daily tasks such as going to school, going to work, and getting a driver's license require the use of soft skills.

Duncan Nugget® #144: Soft skills are personal abilities that help you to complete tasks, improve your performance, and facilitate effective interactions with other people.

Duncan Nugget® #369: Self-awareness is the corner stone of self-improvement.

Vocabulary (Examples of Soft Skills)

Self-discipline is the ability to choose to do one thing at the cost of not doing another (perhaps more tempting thing). It's doing what you are supposed to do when you are supposed to do it, even if you don't feel like doing it.

Initiative is the ability to assess and execute things independently. People with initiative are not reactive, but proactive.

Teamwork is being able to work, negotiate and manage conflicts with other people with the aim of achieving a common goal.

Collaboration is working together, especially in a joint intellectual effort.

Creativity is the ability to demonstrate originality and inventiveness. In many industries, especially STEM professions, being creative and innovative are highly valued skills that can help you build a competitive advantage.

Problem-Solving is the process of finding solutions to difficult or complex issues. Almost every business is started with the intent of solving a problem and/or filling a need.

Ingenuity is the quality of being clever, original, and inventive. This is an invaluable skill. Think about it. Would you rather spend your day surrounded by idiots or people with ingenuity?

Discussion Questions

In Skill Talk™ episode #1, you were given the definition of soft skills. If you had to explain soft skills in your own words, what would you say?

Give 3 to 5 examples of soft skills NOT discussed in Skill Talk™ episode #1 or listed on this worksheet.

Activity

Total time: 8-12 minutes

Step 1: Choose an activity that is important to you. (Ex. school, work, business, relationships, etc.)

Step 2: List 3 to 5 most important soft skills you need to be successful in your activity. (*Hint:* If you don't know then ask someone or do a quick search online.)

Step 3: Write down one thing you can do to improve in each of these skills. (*Hint:* If you don't know then ask someone or do a quick search online.)

Step 4: Start working on your improvements...NOW!