

10 Soft Skills You Need

Course Overview

This course will introduce students to 10 soft skills they need, including what soft skills are, communication, teamwork, problem-solving, time management, attitude and work ethic, adaptability and flexibility, self-confidence, the ability to learn from, and networking.

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| <u>Module 01 - Getting Started</u> Getting Started | 1m |
| <u>Module 02 - What are Soft Skills?</u> What are Soft Skills? Case Study | 6m |
| <u>Module 03 – Communication</u> Communication Case Study | 5m |
| <u>Module 04 – Teamwork</u> Teamwork Case Study | 5m |
| <u>Module 05 - Problem-Solving</u> Problem-Solving Case Study | 4m |
| <u>Module 06 - Time Management</u> Time Management Case Study | 5m |
| <u>Module 07 - Attitude and Work Ethic</u> Attitude and Work Ethic Case Study | 6m |
| <u>Module 08 - Adaptability/Flexibility</u> Adaptability/Flexibility Case Study | 5m |
| <u>Module 09 - Self-Confidence (Owning It)</u> Self-Confidence (Owning It) Case Study | 5m |

Module 10 - Ability to Learn from

Ability to Learn from

Case Study

4m

Module 11 – Networking

Networking

Case Study

5m

Total Duration: 50m