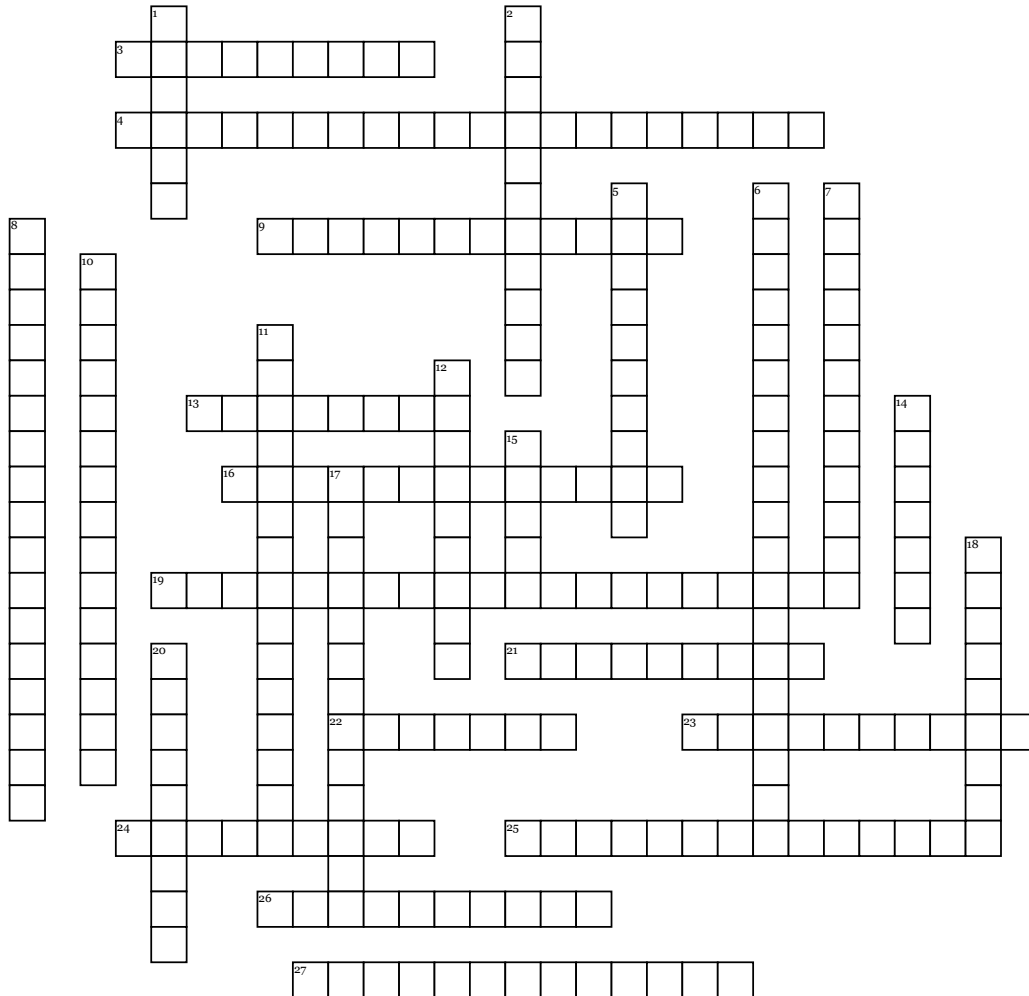


# Soft Skills Vocabulary



**Across**

- 3. helping you or another person to more constructively move on from a situation in which you or the other person feels stuck or confused
- 4. It's supportive feedback given to individuals. It reveals who we are, what we offer, and what we value. When we work in a company, our colleagues create a perception about us based on how we present ourselves to them. to help identify solutions to areas of weakness they may have
- 9. the unification, integration, synchronization of the efforts of group members so as to provide unity of action in the pursuit of common goals
- 13. the ability to remain patient and to do what you think you should do despite having many problems
- 16. The participants in the process of brainstorming present and reveal new ideas as potential solutions for a specific problem
- 19. can be understood as the capability to relate and work effectively across cultures
- 21. an employee's capability to perform their job for a given time period without negatively impacting the output and quality levels they produce
- 22. the ability to step into someone else's shoes, be aware of their feelings and understand their needs

- 23. used by professionals to expand their circles of acquaintances, to find out about job opportunities in their fields, and to increase their awareness of news and trends in their fields or in the greater world
  - 24. the foundation on which coworkers build relationships, trust, and effective interpersonal relationships
  - 25. The ability to choose the best course of action after carefully analyzing and examining the available options and the given circumstances
  - 26. It sparks you to take action, and motivates you to keep going, in spite of difficulty
  - 27. Bringing new approaches to what you do and how you do it keeps your offering fresh and relevant
- Down**
- 1. You should have a good \_\_\_\_\_ for remembering important information that applies to your job
  - 2. the action or process of closely observing or monitoring something or someone
  - 5. feeling of responsibility that a person has towards the mission and goals of an organization
  - 6. the act of sharing information between individuals by the use of speech
  - 7. when people discuss or share ideas, information etc

- 8. the practice of initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria at the specified time
- 10. the process by which an individual secures information from another individual or group
- 11. ability to use your imagination to look at a problem in a fresh way and come up with a new solution
- 12. a formal or informal relationship established between an experienced, knowledgeable employee and an inexperienced or new employee
- 14. a key requirement for a healthy work environment. Being respected and valued promotes a positive work culture where employees are loyal, fulfilled, and motivated to perform at their best for their company. Those who are not respectful to others are unprofessional and a threat to the health of their company
- 15. you earn this by being transparent, direct and honest
- 17. It's when you examine what you do, say, think or feel and how it affects your life and the lives of others
- 18. the ability to comprehend tiny details from information provided by your team or employees
- 20. the ability to comprehend verbally communicated information and providing appropriate feedback

**Word Bank**

- |                  |                       |                    |              |                      |
|------------------|-----------------------|--------------------|--------------|----------------------|
| Trust            | Lateral thinking      | Networking         | Empathy      | Experimenting        |
| Patience         | Mentoring             | Listening          | Integrity    | Verbal Communication |
| Active Listening | Constructive feedback | Project Management | Respect      | Introspection        |
| Decision making  | Idea exchange         | Memory             | Coordination | confidence           |
| Observation      | Listening             | Brainstorming      | Reframing    | Tolerance            |
| Commitment       | Cultural intelligence |                    |              |                      |