



WP3 – INTERACTIVE INFOGRAPHICS FOR CAREER MANAGEMENT SKILLS

Developing soft skills

CALL-TO-ACTION ACTIVITY

THEMATIC AREA

Secure – skills for job retention

ACTIVITY TITLE

Developing soft skills

TYPE OF RESOURCE

Self-Help Activity



DURATION OF ACTIVITY (IN MINUTES)

180

LEARNING OUTCOME

Knowledge: Outline the importance of soft skills in job retention and career advancement

Skills: Create a plan to develop and employ different soft skills effectively

Attitudes: Collaborate with colleagues to enhance soft skills collectively

AIM OF ACTIVITY

As jobs evolve due to automation, having only technical skills is no longer sufficient for a secure and successful career. Many professionals face the risk of being partially or entirely replaced by advanced digital technologies, extending beyond manufacturing to service industries with the rise of AI. Employers find benefits in deploying machines as they don't tire, rest, complain, or require training, being faster and more precise. However, a fully automated production system remains unlikely.

Despite technological advancements, people remain essential in the workforce. They initiate action, collaborate, inspire, generate solutions, appreciate beauty, and drive societal progress. While automation plays a disruptive role, human contributions are irreplaceable in creating a prosperous and advancing society.

The very incipit of human progress lies on our capacity to communicate and interact: communication is at the very fundamental of great leaders and professional and it is the most articulate human functions allowing for development and progress.

By implementing this activity, you will be better aware of your style of communication and what makes you better understood. Aim is to provide for you the opportunity to improve your communication and the way you convey clear messages. This is what will drive your professional career and your capacity to lead other navigating the complexity of reality.

MATERIALS REQUIRED FOR ACTIVITY

Step 1:

- Recording camera

STEP-BY-STEP INSTRUCTIONS

In literature, professionals and academics discuss different terms like “key competencies” or “human skills” to describe soft skills. However, the essence remains the same: non-technical abilities that govern how people work and interact, manage tasks, show leadership, and adapt to changes. If you're really eager to learn more about soft skills, we recommend you to look into the following catalogues:

- Harvard Business Review
- Massachusetts Institute of Technology

- McKinsey & Company
- Boston Consulting Group
- Forbes

STEP 1 – Pick a topic of your preference and get ready to discuss about it

Great communicators effectively convey key messages with clarity and conciseness, focusing on details that matter. Mastering effective communication takes time, patience, and practice.

In this exercise, you are kindly requested to record yourself in one take while to discuss about any topic of your interest: try to express your thoughts, feelings, and details clearly and coherently. After recording, listen back to what you've said as if you were a neutral listener.

STEP 2 – Pay close attention to your tone, clarity, and the overall message you're conveying.

As you listen to your recording, put yourself in the shoes of an attentive listener: reflect on the main points you made, the messages and emotions conveyed, and any areas where you could improve your communication.

STEP3 – Put yourself in the shoes of the attentive listener.

Reviewing the recording is crucial to assess the clarity of your communication and identify areas for improvement. Focus on your use of fillers like “ummmm” and “well,” as these can impact your professional image negatively. This exercise enhances your understanding of the listener's effort to grasp the overall picture and highlights the kind of information a great communicator should provide for effective message delivery.

STEP 4 – Schedule regular practice sessions where you record yourself discussing different topics or experiences.

Continuously review your recordings, analyse your performance, and adjust your communication techniques accordingly.

STEP 5 – Keep practicing regularly.

The more you feel confident in your communication abilities, the more you can practice with complex topics in an eloquent and sophisticated way. Identify strengths in your communication, such as clear articulation or engaging storytelling and capitalise on lessons learnt to switch up a gear you game



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