



Soft Skills Directory

Below, you'll find over 100 soft skills broken into nine core categories. This list is not exhaustive, but is aiming to be thorough. If you have suggestions for how this list could improve, please reach out! contact@skilledbydesign.com



Being Positive



Caring



Communicating



Leading



Motivating



Organizing



Overcoming Difficulty



Socializing



Thinking



Being Positive

Being or having the tendency to be positive or optimistic in attitude or action.

- Accepting and trusting yourself
- Approaching work with enthusiasm
- Bouncing back from failure or hardship
- Cultivating a sense of humor
- Living in balance
- Maintaining a positive attitude
- Managing stress
- Moving forward cheerfully



Caring

Feel concern or interest; attach importance to something.

- Acting ethically even when not under scrutiny
- Behaving with etiquette
- Being curious
- Being flexible
- Being patient
- Being truthful with self and others
- Comforting others
- Feeling and showing empathy
- Giving feedback without ego
- Having intercultural competence
- Implementing design thinking
- Inspiring trust
- Keeping promises and commitments
- Maintaining an open mind
- Owning your responsibilities
- Serving customers with passion
- Showing compassion
- Showing respect
- Treating others with kindness



Communicating

Be able to share and understand each other's thoughts and feelings.

- Active Listening
- Facilitating discussions
- Articulating
- Reading and delivering body language
- Asking Questions
- Speaking
- Being clear in language and vision
- Speaking in public
- Being concise
- Storytelling
- Communicating with expression
- Writing for impact



Leading

Organize or direct; to put a process in motion; to be in charge of.

- ◆ Attracting and retaining talented people
- ◆ Coaching others
- ◆ Delegating for productivity
- ◆ Establishing and sharing a common vision
- ◆ Influencing
- ◆ Inspiring others
- ◆ Mentoring
- ◆ Supervising with confidence
- ◆ Team building



Motivating

Stimulate someone's or oneself's interest in or enthusiasm for doing something.

- ◆ Acting with passion
- ◆ Being coachable
- ◆ Competing with self and others
- ◆ Defending ideas that matter
- ◆ Defending just causes with courage
- ◆ Encouraging
- ◆ Entrepreneurial thinking
- ◆ Living with purpose
- ◆ Remaining poised for forward motion
- ◆ Setting Goals
- ◆ Staying committed
- ◆ Staying motivated to take on new challenges
- ◆ Taking risks



Organizing

Arrange into a structured whole; order; make arrangements or preparations for; coordinate.

- ◆ Auditing and improving workflows
- ◆ Effectively managing time
- ◆ Enabling and executing good meeting hygiene
- ◆ Making decisions effectively
- ◆ Managing up
- ◆ Map making
- ◆ Note taking
- ◆ Paying attention to detail
- ◆ Planning for projects
- ◆ Practicing Lean techniques
- ◆ Prioritizing



Overcoming Difficulty

Succeed in dealing with a problem or difficulty.

- ◆ Adapting to change
- ◆ Being creative in the face of challenges
- ◆ Dealing with difficult people
- ◆ Learning eagerly from criticism
- ◆ Managing crisis
- ◆ Navigating difficult conversations
- ◆ Practicing diplomacy in difficult situations
- ◆ Resolving conflict instinctually
- ◆ Settling disputes



Socializing

Participate in social activities; mix socially with others.

- ◆ Acting with charisma
- ◆ Behaving consistently and authentically
- ◆ Being self-aware
- ◆ Collaborating
- ◆ Delivering clear and useful criticism
- ◆ Developing rapport
- ◆ Judging people and situations
- ◆ Judging quality in art and design
- ◆ Keeping a collaborative mindset
- ◆ Managing relationships
- ◆ Negotiating
- ◆ Networking
- ◆ Persuading others
- ◆ Treating others in a friendly manner



Thinking

Direct one's mind toward someone or something; use one's mind actively to form connected ideas.

- Being technology savvy
- Brainstorming
- Critical thinking
- Imagining possibilities
- Problem solving
- Reframing
- Responding with wit
- Thinking laterally
- Thinking logically
- Thinking strategically
- Troubleshooting
- Leveraging resources