

SOFT SKILLS

Soft Skills refer to the personal and interpersonal skills that people develop alongside **the hard vertical skills**.

At **IDEA** we help every trainee to develop **the Soft Skills**, that are in demand in the labour market, through horizontal training modules and private career consulting sessions. Moreover, we provide guidance on creating a CV that highlights **these soft skills**.

1. Emotional Intelligence

- Empathy, understanding your own emotions and those of others
- Managing emotions in periods of pressure
- Respect towards colleagues
- Inclusive approach

4. Adaptability

- Flexible and quick response to sudden changes
- Open-mindedness towards new roles and proposals

6. Communication Skills

- Improving writing and verbal skills
- Familiarity with speaking in front of an audience
- Resolving issues with colleagues

2. Critical Thinking

- Prioritizing tasks
- Analyzing problems from various aspects
- Resourcefulness when dealing with problems

5. Resilience

- Managing undesirable emotions and situations
- Recovering from challenges
- Problem solving ability

7. Team Work

- Collaboration with plenty of both internal and external partners
- Taking responsibilities and being honest
- Setting goals and tasks

3. Lifelong Learning

- Continuous upgrade of existing skills (Upskilling)
- Developing skills on different fields (Reskilling)

8. Time Management

- Prioritizing
- Managing multiple projects
- Setting deadlines in the weekly schedule

