

Soft Skills Checklist

- ☐ 1. Curiosity - Open Minded, & Open to Learning
- ☐ 2. Adaptability & Flexibility
- ☐ 3. Communication Skills
- ☐ 4. Conflict Resolution
- ☐ 5. Emotional Intelligence
- ☐ 6. Critical / Strategic Thinking / Problem Solving
- ☐ 7. Leadership / Influence
- ☐ 8. Positive Attitude
- ☐ 9. Organizational Skills (including Time Management)
- ☐ 10. Teamwork & Collaboration
- ☐ 11. Professionalism / Work Ethic
- ☐ 12. Integrity
- ☐ 13. Self-Motivation
- ☐ 14. Networking & Relationship Building
- ☐ 15. Accountability & Responsibility (Taking Ownership)
- ☐ 16. Self-Awareness
- ☐ 17. Resilience
- ☐ 18. Negotiation & Persuasion
- ☐ 19. Mentoring
- ☐ 20. Financial Management (Budgets & Resources)
- ☐ 21. Customer Engagement and Support
- ☐ 22. Solutions-Based Selling
- ☐ 23. Self-Confidence
- ☐ 24. Public Speaking / Presentations Skills
- ☐ 25. Risk Taking / Failing Well