

Introductory Activity (Soft Skills Game)

Annex 3 – Soft Skills Cards

Instructions

You should print the Soft Skills Cards (recommended format: A4, in color, double-sided printing) and then cut them.

You need one complete set of Soft Skills Cards for each group (of maximum 4 people).



GROWTH MINDSET



ADAPTABILITY

ADAPTING TO CHANGE

Ability to integrate changes to adapt positively to people and the environment, in a positive way.

GROWTH MINDSET



AUTONOMY

DOING TASKS WITHOUT ANY HELP FROM OTHER PEOPLE

Ability to be independent, think by yourself, make decisions and undertake actions by yourself, within the framework and limits set by the work position.

GROWTH MINDSET



ACCEPTING PROFESSIONAL REMARKS

ACCEPTING REMARKS

Ability to accept remarks and to take them into account to improve your job.

GROWTH MINDSET



LEARNING TO LEARN

LEARNING FROM YOUR OWN SUCCESSES AND FAILURES

Ability and desire to continuously acquire and update knowledge and competences.

SELF AWARENESS



PRESENTATION

TAKING CARE OF YOUR APPEARANCE

Ability to adapt your image and appearance to your position.

SELF AWARENESS



SELF-CONFIDENCE

BELIEVING IN YOURSELF

Ability to appreciate your personal qualities and resources, which builds a sense of confidence.

SELF AWARENESS



EMOTIONAL INTELLIGENCE

CONTROL YOUR EMOTIONS

Ability to use the emotional information to identify the appropriate way to manage your emotions, depending on the situation.

SELF AWARENESS



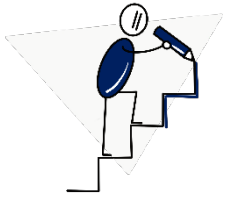
SELF-REFLECTION

UNDERSTAND YOUR OWN FEELINGS AND BEHAVIOUR

Ability to put things into perspective, to think about your own feelings and behaviour.

GROWTH MINDSET

Being able to question
yourself and to
progress

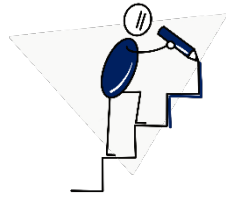


Soft skills



GROWTH MINDSET

Being able to question
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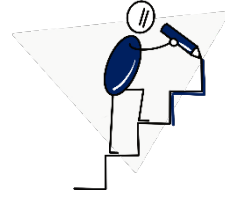


Soft skills



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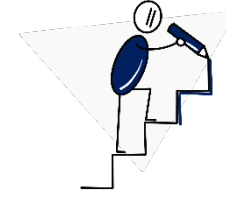


Soft skills



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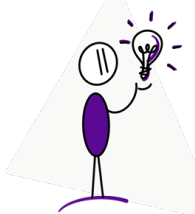


Soft skills



SELF AWARENESS

Know yourself
(Socrates "Know
thyself")



Soft skills



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Soft skills



COMMITMENT



SENSE OF ORGANISATION

STRUCTURING YOUR WORK IN A METHODOICAL WAY

Ability to plan, prepare, prioritise and coordinate the tasks to be performed with a global vision of the situation.

COMMITMENT



TAKING INITIATIVE

TAKING ACTION BY YOURSELF

Ability to offer, take action or imagine new solutions to carry out or improve your job, according to the rules of the workplace.

COMMITMENT



SENSE OF RESPONSIBILITY

BEING AWARE OF YOUR DUTIES

Ability to take responsibility for the consequences of your decisions and actions, to feel responsible for the missions entrusted to you.

COMMITMENT



ABILITY TO ANTICIPATE

GETTING PREPARED BEFORE ACTING

Ability to look to the future, to work with perseverance and to prepare according to the needs.

RELIABILITY



RESPECT OF THE RULES

RESPECTING THE RULES

Ability to respect the rules related to the context in which the activity is being developed.

RELIABILITY



SENSE OF ETHICS

BEING TRUE TO THE VALUES OF YOUR JOB

Ability to act according to the values of the job, to adopt a deontological attitude towards given situations.

RELIABILITY



EFFICIENCY

REACHING YOUR OBJECTIVES ON TIME

Ability to deliver expected results and to meet objectives on time.

RELIABILITY



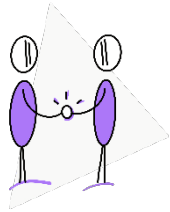
CONSCIENTIOUSNESS AT WORK

BEHAVE APPROPRIATELY

Ability and willingness to adopt the appropriate behaviour in the workplace and to make the necessary efforts to achieve goals.

COMMITMENT

Be a creative force.
Actively tackle work
and connected tasks

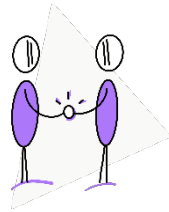


Soft skills



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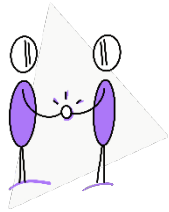


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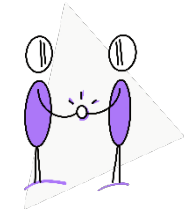


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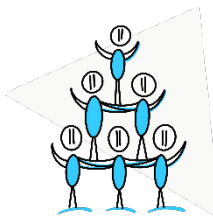


Soft skills



RELIABILITY

Inspire trust thanks to
your actions and your
professional attitudes

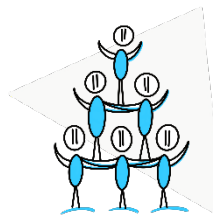


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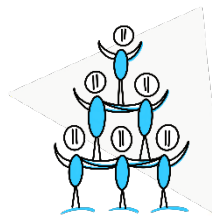


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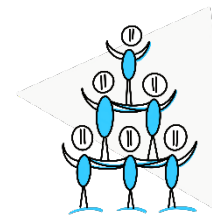


Soft skills



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Soft skills



INTERACTIONS



COMMUNICATION

KNOW HOW TO EXPRESS YOURSELF

Ability to express yourself clearly and effectively, to know how to structure your ideas, adapt your vocabulary and message to the person you are speaking to.

INTERACTIONS



ASSERTIVENESS

EXPRESSING YOURSELF WITH CONFIDENCE

Ability to express with confidence your feelings and assert your rights, while respecting the feelings and rights of others.

INTERACTIONS



LEADERSHIP

LEADING A GROUP IN A CHOSEN DIRECTION

Ability to influence and bring together a group in order to achieve a common goal, in a relationship of mutual trust and without exceeding your authority.

INTERACTIONS



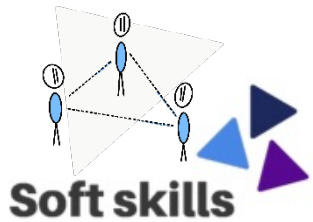
TEAM WORK

COLLABORATING WITH OTHERS

Ability to undertake missions together in mutual respect to achieve common goals.

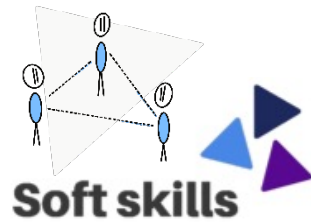
INTERACTIONS

Have the necessary language resources to understand and be understood. Show consideration and listening skills



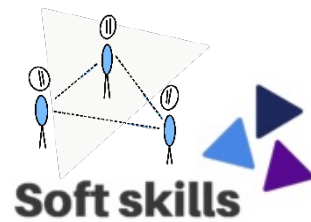
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