

Hard Skills V.S. Soft Skills

Hard skills are an occupational requirement. They are specific technical and professional areas of expertise needed to complete the job.

- Operating Machinery
- Accounting
- Appointment Scheduling
- Data Entry
- Graphic Design
- Welding

Soft skills are personal attributes that describe your character and allow you to be more professionally and personally successful. Soft skills are essential to keep the job.

- Communication
- Time Management
- Organizational Skills
- Conflict Resolution
- Problem Solving
- Attitude
- Teamwork
- Adaptability
- Diversity Awareness
- Work Ethic
- Leadership
- Basic Computer Skills

75% of long-term job success depends on people skills, while only 25% on technical knowledge - Stanford Research Institute, in conjunction with Fortune 500 CEO's