

Soft Skills for Tech Jobs

transferable skills: soft skills, social skills, attitudes, habits and techniques

- me -			- working with others -			- the wider community -		
be	do	have	be	do	have	be	do	have
adaptable	challenge yourself	authority	a good listener	coach	awareness of bias	an advocate	ask	courage
analytical	cope with complexity	analytical skills	a team player	delegate	collaboration skills	an authority	blog	influence
authentic	critical thinking	business acumen	appreciative	develop rapport	communication skills	broad-thinking	build relationships	new ideas
brave	estimate	can-do attitude	approachable	encourage diversity	conflict resolution skills	daring	challenge	presence
creative	make good decisions	context awareness	bold	help others	cultural competence	encouraging	make connections	reach
efficient	manage pressure	curiosity	charitable	keep others informed	decision-making skills	engaging	improve	respect
ethical	plan well	emotional energy	cool-headed	meet deadlines	empathy	inspiring	lead others	your own voice
honest	prioritize	financial acumen	encouraging	mentor	grace under fire		mentor	
keen	reflect	focus	genuine	negotiate	leadership skills		present	
kind	research	good judgment	good-humoured	networking	management skills		read	
motivated	stand tall	good work habits	inclusive	praise others	meeting skills		research	
open	take care	independence	involved	smile	radical candour		take action	
organised	take ownership	initiative	kind	talk about them	respect for others		write	
positive	willing to learn	integrity	perceptive		selflessness			
pragmatic	work unsupervised	interview skills	sincere		sense of humour			
proactive		literacy	supportive		teaching skills			
productive		mental energy			writing skills			
reasonable		negotiation skills						
reliable		numeracy skills						
resilient		physical energy						
responsible		planning skills						
tenacious		presence						
timely		problem-solving skills						
trusted		self awareness						
vulnerable		strategic acumen						
		strong work ethic						



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Career advice and coaching for Tech professionals

- you don't need to have all these skills, it's just a list to prompt ideas -