

# Self-Check on Hard vs. Soft Skills Activity

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Hard Skills

- Do I know how to do the task?
- Have I practiced it?
- Can I do it by myself?

## Soft Skills

- Do I ask questions when I need help?
- Can I accept feedback without getting upset?
- Am I respectful and responsible?
- Do I communicate clearly?

Hard Skills I am good at are (name at least 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Soft Skills I am good at are (name at least 3)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Hard Skills I would like to learn (sample hard skills below you can use or others)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Soft Skills I would like to practice and get better at (sample soft skills below you can use or others)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Example Soft Skills (you can use)

| Soft Skills              | Examples                                       |
|--------------------------|------------------------------------------------|
| 1. Communication:        | Asking, "Can you show me how to do this?"      |
| 2. Teamwork:             | Helping a coworker stock shelves               |
| 3. Accepting Feedback    | Saying, "Thanks for showing me a better way."  |
| 4. Problem Solving       | Finding another way to complete a task         |
| 5. Time Management       | Arriving to work on time                       |
| 6. Responsibility        | Finishing assigned tasks                       |
| 7. Adaptability          | Switching to a new task when asked             |
| 8. Self-Advocacy         | Asking for a quieter workspace                 |
| 9. Organization          | Keeping supplies and materials neat            |
| 10. Professionalism      | Using polite language and following rules      |
| 11. Emotional Regulation | Taking a break to calm down instead of arguing |
| 12. Initiative           | Cleaning up without being asked                |
| 13. Attention to Detail  | Checking labels before stocking items          |
| 14. Conflict Resolution  | Talking calmly when there is a disagreement    |
| 15. Positive Attitude    | Trying again after making a mistake            |

### Example Hard Skills (you can use)

| Hard Skills                    | Examples                                          |
|--------------------------------|---------------------------------------------------|
| 1. Operating a Cash Register   | Scanning items and giving change                  |
| 2. Stocking Shelves            | Putting products in the correct place             |
| 3. Computer Skills             | Typing documents or sending emails                |
| 4. Food Preparation            | Following recipes and preparing meals             |
| 5. Cleaning and Sanitizing     | Washing tables and using cleaning products safely |
| 6. Inventory Management        | Counting products and checking supplies           |
| 7. Using Office Equipment      | Printing, copying, or scanning papers             |
| 8. Data Entry                  | Typing information accurately                     |
| 9. Following Safety Procedures | Wearing gloves or safety glasses when needed      |
| 10. Measuring and Counting     | Using rulers, scales, or measuring cups           |