# **List of Top Soft Skills**

### 1. Communication

Listening to others, sharing opinions, giving and following directions

### 2. Interpersonal Skills

Working in teams, patience, offering help, managing conflict

# 3. Adaptability

Adapting to change, learning new tasks and information

# 4. Organization

Planning, keeping things in order, prioritizing

# 5. Problem Solving

Reasoning, thinking creatively, teamwork, using information and resources

# 6. Strong Work Ethic

Takes initiative, dependable, completes tasks

#### 7. Timeliness

Being on time, meeting deadlines

5.5 (INTERMEDIATE)

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