87 Soft Skills (The Big List)

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"Soft skills" is an unfortunate term. It sounds weak or dull.   
  
The fact is that soft skills are the most important skills for your career. They are the skills that are difficult to [systemize and automate](http://simplicable.com/new/10-careers-at-risk-of-being-replaced-by-automation). They are the skills that define leadership and creativity.  By definition, [soft skills are those skills that are difficult to measure](http://simplicable.com/new/difference-between-soft-skills-and-hard-skills). In other words, hard skills can easily be measured by a test but soft skills can't.  It's easy to determine who has the best math skills. It's difficult to determine who's best at innovation or diplomacy.   
  
The following list of soft skills may be useful for your resume, [job descriptions](http://simplicable.com/new/job-descriptions)or training plan.

**Communication Skills**

1. Verbal Communication   
2. Body Language   
3. Physical Communication   
4. Writing   
5. Storytelling   
6. [Visual Communication](http://training.simplicable.com/training/new/83-visual-communication-skills)   
7. [Humor](http://training.simplicable.com/training/new/humor-as-a-skill)   
8. Quick-wittedness   
9. [Listening](http://training.simplicable.com/training/new/active-listening-habit)   
10. [Presentation Skills](http://training.simplicable.com/training/new/how-to-give-magnetic-presentations)   
11. [Public Speaking](http://training.simplicable.com/training/new/public-speaking)   
12. [Interviewing](http://careers.simplicable.com/careers/new/hiring-guide)

**Leadership**

13. Team Building   
14. Strategic Planning   
15. Coaching   
16. Mentoring   
17. Delegation   
18. Dispute Resolution   
19. [Diplomacy](http://training.simplicable.com/training/new/15-diplomacy-strategies-for-negotiations)   
20. Giving Feedback   
21. Managing Difficult Conversations   
22. [Decision Making](http://training.simplicable.com/training/new/decision-making)   
23. Performance Management   
24. Supervising   
25. [Managing](http://training.simplicable.com/training/new/110-management-skills)   
26. Manager Management   
27. Talent Management   
28. Managing Remote Teams   
29. Managing Virtual Teams   
30. Crisis Management

**Influencing**

31. Facilitation   
32. [Selling](http://training.simplicable.com/training/new/95-sales-skills)   
33. Inspiring   
34. Persuasion   
35. [Negotiation](http://training.simplicable.com/training/new/103-negotiation-skills)   
36. Motivating   
37. Collaborating

**Interpersonal Skills**

38. Networking   
39. Interpersonal Relationships   
40. Dealing with Difficult People   
41. Conflict Resolution   
42. [Personal Branding](http://training.simplicable.com/training/new/personal-branding)   
43. Office Politics

**Personal Skills**

44. [Emotional Intelligence](http://training.simplicable.com/training/new/42-emotional-intelligence-skills)   
45. Self Awareness   
46. Emotion Management   
47. Stress Management   
48. Tolerance of Change and Uncertainty   
49. Taking Criticism   
50. Self Confidence   
51. Adaptability   
52. Resilience   
53. Assertiveness   
54. Competitiveness   
55. Self Leadership   
56. Self Assessment   
57. Work-Life Balance   
58. Friendliness   
59. Enthusiasm   
60. Empathy

**Creativity**

61. Problem Solving   
62. Critical Thinking   
63. [Innovation](http://training.simplicable.com/training/new/60-innovation-skills)   
64. Troubleshooting   
65. Design Sense   
66. Artistic Sense

**Professional Skills**

67. Organization   
68. Planning   
69. Scheduling   
70. [Time Management](http://training.simplicable.com/training/new/34-time-management-skills)   
71. Meeting Management   
72. Technology Savvy   
73. Technology Trend Awareness   
74. Business Trend Awareness   
75. Research   
76. Business Etiquette   
77. Business Ethics   
78. Diversity Awareness   
79. Disability Awareness   
80. Intercultural Competence   
81. Training   
82. [Train the Trainer](http://business.simplicable.com/business/new/what-train-the-trainer-means)   
83. Process Improvement   
84. [Knowledge Management](http://management.simplicable.com/management/new/knowledge-management-guide)   
85. Writing Reports and Proposals   
86. Customer Service   
87. Entrepreneurial Thinking