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