

Wait.....What? You Want Me to Develop Soft Skills Now? How Do I Do That?

May 3, 2023

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Introductions

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Presentation Overview

- Soft Skills – What? How?
- Soft Skills in the Workplace
- What are We Learning About
- IASBO Members and Soft Skills?
- Life Orientations Applied Behavior Survey
- Lessons Learned – Kelly and Jillian
- Soft Skills – What's Next for Me?



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What Are Soft Skills? Video



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Soft Skills Prerequisites

- **Self-Awareness**
(it takes insight)
- **Self-Development**
(it takes work)
- **Feedback**
(it takes others)

Soft Skills in the Workplace

Ability to work with others, collaborate & focus on relationship building

1. Leadership Skills
2. Communication
3. Interpersonal Skills
4. Work Ethic & Self Motivation
5. Teamwork
6. Problem Solving
7. Flexibility & Adaptability
8. Conflict Management

Take a moment to think about which one of these skills you need to work on most!



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What Do We Know About IASBO Members and Soft Skills?

Illinois ASBO members typically rank lowest in these two areas:

Enable Others to Act

- Focus on harmonious relationships
- Active listening
- Shared decision-making
- No micro-managing
- Invests in growth of others

Encourage the Heart

- Offers constant praise
- Shows confidence in others
- Public recognition
- Celebrates accomplishments



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LIFO Survey Says!

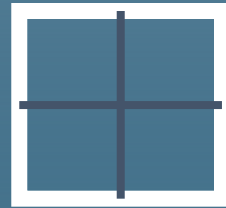
- Identify 15 key behaviors that are most like you
- Locate behaviors on strength chart
- Tally the number of behaviors circled in each quadrant



Four Productive Orientations

Supporting-Giving (SG)

Excellence



Philosophy

“If I prove my worth by working hard and pursuing excellence, I will be able to realize my goals.”

Goals

Prove worth
Be helpful

Strengths

- Thoughtful
- Idealistic
- Modest
- Trusting
- Cooperative
- Helpful
- Receptive
- Responsive
- Seeks excellence
- Loyal

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Four Productive Orientations

Adapting-Dealing

Harmony



Philosophy

"If I am aware of other people and fill their needs first, then I can get my needs filled that I have wanted all along."

Goals

Know people
Get along

Strengths

- Flexible
- Tactful
- Socially adept
- Youthful
- Enthusiastic
- Adaptable
- Inspiring
- Experimental
- Negotiating
- Animated

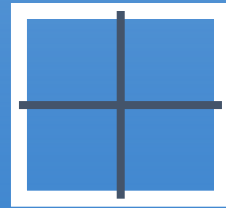


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Four Productive Orientations

Controlling-Taking (CT)

Action



Philosophy

“If I can get results by being competent and seizing opportunity, what I desire will be there for the taking.”

Goals

Be competent
Get results

Strengths

- Directing
- Quick to act
- Confident
- Seeks Change
- Persuasive
- Forceful
- Competitive
- Risk-taking
- Persistent
- Urgent



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Four Productive Orientations

Conserving-Holding (CH)

Reason



Philosophy

“If I think before I act and make the most of what I’ve got, I can build up resources to accomplish my goals.”

Goals

Go slow
Be sure

Strengths

- Tenacious
- Practical
- Economical
- Reserved
- Factual
- Steadfast
- Thorough
- Methodical
- Detail-oriented
- Analytical

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Lessons Learned



What's Next For Me and Soft Skills?



Self-Awareness (Behavior Tendencies & Personality Characteristics)

- Applied Behavioral Instruments: Life Orientations (LIFO); StrengthsFinder, Myers-Briggs Type Indicator (MBTI); DISC Professional Style

Self-Development

- Illinois ASBO Leadership Institute (see handout)
- Illinois ASBO Administrator Academies (see handout)

Feedback (formal and informal)

- Leadership Practices Inventory (LPI)
- Mentoring/Coaching
- Ask for continuous feedback from supervisors, colleagues, and direct reports

We thank you for attending our session today!



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