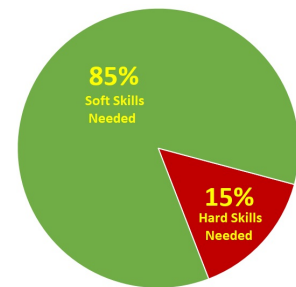


## "Power" Skills are not "Soft"

Imagine that your future boss says, "We will pay you \$30,000 a year to do your job, but to earn \$25,000 of that, you must show powerful skills in one area. The rest of your work is how you will earn the remaining \$5,000. If you are really, really good at the power skills, you will receive recognition, raises and promotions."

### So what are these "power" skills bosses and companies want all employees to possess?

Some people call them "soft" skills, but there is nothing soft about them. Research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center concluded that 85% of job success comes from having well-developed soft and people skills. Also called "Employability Skills," excellent soft skills can advance your career, and poor soft skills can hold you back.



When you use power skills with your team, your boss, your customers, and others outside of work, you:

- listen well, speak clearly, use language properly and write effectively
- look professional and accept accountability for your actions
- use technology ethically and build strong interpersonal relationships
- manage your emotions, accept criticism, show leadership, persevere and deal with change
- demonstrate good work ethics, such as honesty, confidentiality and integrity
- respect diverse coworkers
- manage time effectively, solve problems and make decisions

### How do the "power" employability skills and hard skills work together?

Only 15% of job success comes from technical skills and knowledge (hard skills) according to the people surveyed. "Hard skills" refers to the "hands-on" part of a job, such as constructing a building, designing graphics, handling an IT issue, preparing gourmet dishes, examining patients, repairing an automobile or doing other technical work.

Without the hard skills of your profession, you would not receive an interview; but without the power skills, you would not likely get beyond the interview. Your success at your job will depend on your ability to use your power skills every day, with everyone, in all situations.

In upcoming *Career Headlines*, you will learn more about the power skills that some employees overlook because they fail to recognize the importance of these skills in work and life.

**Action:** Review the bullets shown above that name many power skills and identify five skills you know you need to improve so you can advance along your career path.

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*To the instructor:* The power skills discussed in this **Career Headline** and other employability skills are those you will find covered comprehensively in the 220 lessons of **Job Ready Career Skills** online. The new Spanish version of **Job Ready Career Skills** will be available for your students in the fall. See the power skills lesson titles below.

[Click here](#) to see a sample of *Job Ready Career Skills* in English.

[Click here](#) to see a sample of *Job Ready Career Skills* in Spanish.

## Job Ready Career Skills Lessons

### Work Habits

#### Workplace Ethics

Demonstrating Good Work Ethic  
Behaving Appropriately  
Maintaining Honesty  
Playing Fair  
Using Ethical Language  
Showing Responsibility  
Reducing Harassment  
Respecting Diversity

#### Personal Characteristics

Demonstrating a Good Attitude  
Gaining and Showing Respect  
Demonstrating Responsibility  
Showing Dependability  
Being Courteous  
Showing Pride in Work  
Gaining Coworkers' Trust  
Persevering

#### Employer Expectations

Behaviors Employers Expect  
Objectionable Behaviors  
Job Success  
Transferable Job Skills  
Establishing Credibility  
Demonstrating Your Skills  
Surviving a Bad Environment  
Managing Change