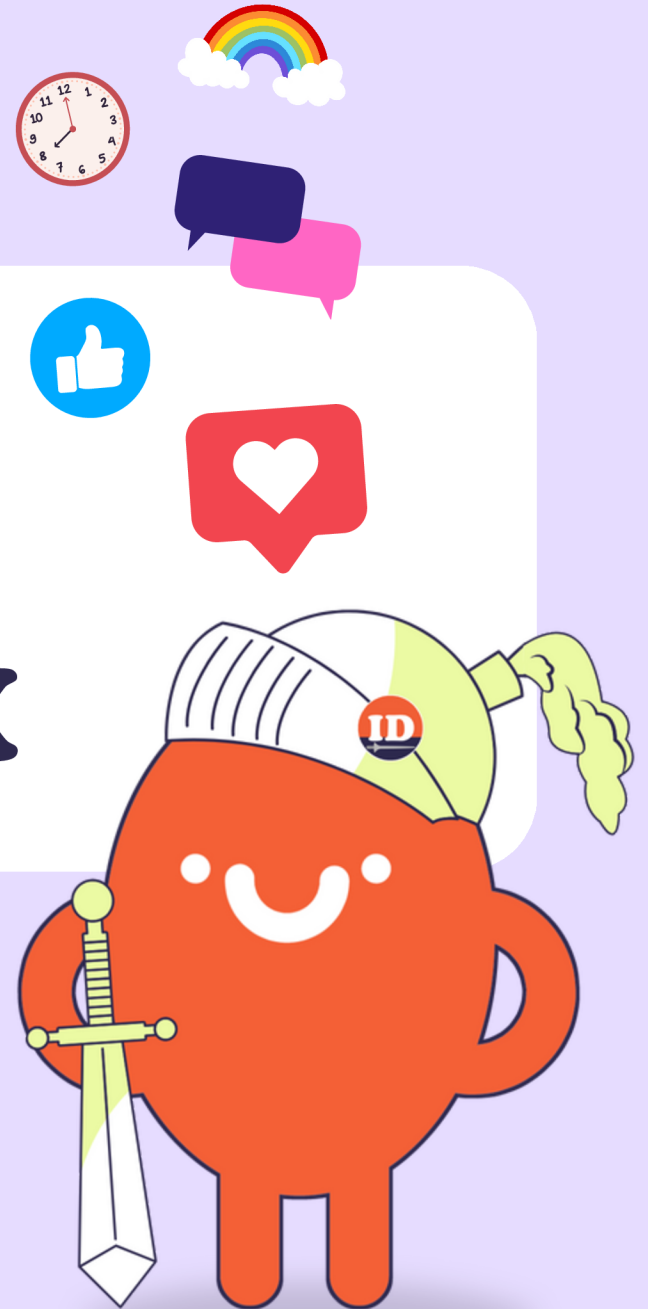




The Soft Skills Matrix



► What the Heck is a Soft Skills Matrix?

We like our skills like we like our Friday night jammies...**soft**.

Effective soft skills training begins with a **comprehensive needs assessment** to identify specific skill gaps within an organization. Once identified, a blend of training methods can be employed, including workshops, role-playing exercises, and simulations to provide hands-on experience.

The Soft Skills Matrix is a handy tool for assessing your team across a range of crucial soft skills. By identifying **strengths and areas for development**, you can create a more strategic and efficient plan of action! This translates to maximizing the talent you already have while fostering a more engaged and motivated team.

By assigning tasks that leverage your employees' existing soft skills and desired growth areas, you not only optimize project outcomes but also invest in their professional development, **boosting morale and retention**.

Feel free to adapt this matrix any way you want!

▶ Instructions for Employees

Are you ready to assess all those sick soft skills?! Here are some instructions for filling out the matrix. Listen to your heart and be honest! We understand it can be tough to assess soft skills-- do your best!

- **Proficiency:** Rate each soft skill on a scale of 1-5 to indicate your proficiency in it. (AKA, are ya good at it?)
- **Importance:** Indicate the level of importance of each soft skill to your current role on a scale of 1-5.
- **Confidence:** Rate your confidence level with each soft skill on a scale of 1-5.
- **Comments/Notes:** Provide any additional information or context that might be helpful, such as specific/detailed upskilling needs! (i.e., "I struggle with reading body language.")

▶ Instructions for Managers

- **Review the completed matrix** with each employee to discuss their current skills, areas for development, and career goals.
- Use the information gathered to tailor **professional development plans, assign appropriate projects, and support employees' career growth** within the organization.
- Feel free to **modify or expand this matrix** to better suit your organization's specific needs and roles!

Soft Skills

Soft Skill	On a scale of 1-5, how proficient are you at this skill? 5=Very proficient 1=Not proficient	On a scale of 1-5, how important is this skill to your current role in the organization? 5=Very important 1=Not important	On a scale of 1-5, how confident are you in your ability to use this skill effectively? 5=Very confident 1=Not confident	Comments/Notes Use this space for clarification or additional comments
Active Listening				
Verbal Communication				
Non-Verbal Communication				
Written Communication				
Public Speaking				
Conflict Resolution				
Adaptability and Flexibility				
Creativity				
Emotional Intelligence				
Time Management				

Soft Skills (cont.)

Soft Skill	On a scale of 1-5, how proficient are you at this skill? 5=Very proficient 1=Not proficient	On a scale of 1-5, how important is this skill to your current role in the organization? 5=Very important 1=Not important	On a scale of 1-5, how confident are you in your ability to use this skill effectively? 5=Very confident 1=Not confident	Comments/Notes Use this space for clarification or additional comments
Decision-Making				
Leadership				
Teamwork				
Organization				
Critical Thinking				
Empathy				
Attention to Detail				
Patience				
Interpersonal Skills				
Stress Management				

Soft Skills (cont.)

Soft Skill	On a scale of 1-5, how proficient are you at this skill? 5=Very proficient 1=Not proficient	On a scale of 1-5, how important is this skill to your current role in the organization? 5=Very important 1=Not important	On a scale of 1-5, how confident are you in your ability to use this skill effectively? 5=Very confident 1=Not confident	Comments/Notes Use this space for clarification or additional comments
Negotiation				
Persuasion				
Self-Management				
Humor				
Prioritizing				
Logical Reasoning				
Giving and Receiving Constructive Feedback				
Observation				
Desire to Learn/ Growth Mindset				
Confidence				

**Sick
Skills,
Dude.**

