





Unlocking the12 Soft Skills

For Professional Excellence





Soft Skills

Personal attributes and social abilities that help navigate environments effectively, ensure individuals work well together, achieve outcomes and complement hard skills.



HR Leadership Insights - 2024 Gartner Report

"Soft skills are crucial for organisational success".

The 2024 Gartner report: HR prioritised people development, organisational culture, and technology.

The focus: To address challenges such as unsettled employee-employer relationships, skills shortages, technology innovations, and operational efficiency pressures.

The solution: 59% of HR leaders planned increased investment in people development with soft skills included.



Lifeology's Approach to Soft Skills

Due to the changing landscape of the world and business, certain soft skills have become universally fundamental.

Fifteen years of experience in

- ✓ People Development
- ✓ Change Management
- ✓ Transformation Coaching
- ✓ Self-Awareness Coaching

We have identified 12 fundamental and universal core soft skills.



Lifeology's Approach to Soft Skills

Although the soft skills are universal, how one person behaves while using the soft skill will differ due to their unique personality type.

By examining the blueprint of their innate personality, we identify the archetypal responses and behaviours that make each person unique in the soft skill.







The 12 Universal Soft Skills







Self-Confidence



Belief in your capabilities and trust in your decisions to confidently navigate challenges and influence outcomes in high esteem.

Self – Confidence Archetype Comparison

The Pioneer (Resilient Initiator)

When **confident** you are assertive and courageous, take initiative and lead with ease.

The Dreamer (Creative Supporter)

When **confident** you are a visionary, who easily adapts and inspires others to innovative ideas.







Resilience



Your capacity to navigate and recover from adversities and your abilities to remain focused and adaptable under pressure and during challenging times.

Resilience Archetype Comparison

Traditionalist (Patient Dependability)

In **low esteem**, you are resistant to change and struggle with adaptability, becoming overly cautious and not managing to focus with your usual practicality.

Visionary (Intellectual Originality)

In **low esteem**, you are overwhelmed by setbacks and lack practical focus, with a hesitation to navigate through the chaos and hold onto the vision.







Listening



Your processing of information, analysis of ideas and communication style that ensures you are impactful and empowering.

Listening Archetype Clash in Personalities

The Messenger (Expressively Adaptable)

When **confident** as an attentive listener, quick thinker and questioning to create momentum and spark problem-solving.

Navigating dialogue with

The Architect (Disciplined Organiser)

The **low-esteem** responses that are pessimistic, disregarding and disconnected from the desired outcome.







Emotional Intelligence

Your ability to understand, manage, and navigate through your feelings while perceiving and responding to others' emotional needs.



Emotional Intelligence Archetype Comparison

The Caregiver (Nurturing Supporter)

In **low esteem**, you are overly sensitive moody and emotionally overwhelmed when a dynamic triggers an emotional response.

The Student (Knowledgeable Optimist)

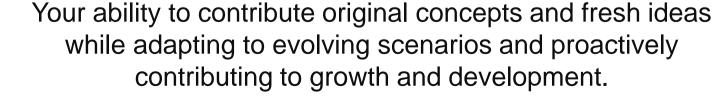
In **low esteem**, when a dynamic triggers an emotional response, you become tactless and narrow-minded with resistance to commit to the task at hand.







Innovative Thinking





Innovative Thinking Archetype Self-Awareness

The Performer (Enthusiastic Inspiration)

Low Esteem Responses and Behaviours

Timid, self-doubt, submissive, insecure, avoidant, shy, withdrawn, approval-seeking, overwhelmed

Confident Antidote

Charismatic, bold, leading, enthusiastic, creative, passionate, determined, inspiring, entertaining, leading







Dependability



Your reliability and consistency in meeting commitments and fulfilling responsibilities, including time management and how you value accountability.

Dependability Archetype Personality Clash

The Analyst (Practically Productive)

When **confident** you are diligent and organised with an efficiency that ensures productivity is on track.

Navigating a deadline with

The Diplomat (Cooperative Harmoniser)

In **low esteem** the over-concern with pleasing leads to impractical decisions that waste time and avoidance that causes chaos.







Collaboration



Your ability to effectively work alongside others, combining strengths and skills to achieve shared objectives.

Collaboration Archetype Self-Awareness

The Pioneer (Resilient Innovator)

Low Esteem Responses and Behaviours

Impulsive, aggressive, arrogant, hesitant, confrontational, competitive, risk-averse

Confident Antidote

Decisive, assertive, problem-solving, confident, motivating, ambitious, optimistic, independent





Leadership



Your confident use of power, while ensuring mutual respect, expanding into conflict resolution and the influence of change and growth.





Learning



Your ability to honour your perspective through continued learning and expansive thinking, while holding the mindset of curiosity and evolving growth.





Self-Motivation



Your inner drive and determination to achieve a meaningful benchmark of success without the influence of external desires or pressures.





Inclusivity



Your capacity to create an environment where all individuals feel respected, valued, included, and belonging.

Inclusivity Archetype Clash in Personalities

The Analyst (Practically Productive)

In low esteem you are critical, judgmental and threatening

Navigating inclusivity with

The Caregiver (Nurturing Supporter)

The low esteem passive-aggressive, manipulative and overly sensitive







Independence



Your belief in your capacity to solely navigate challenges and opportunities with self-assurance through the belief in your judgement, resourcefulness and values.







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Helping you get unstuck!