

SOFT SKILLS TIPS

For Getting Along, Getting That Job, and Getting That Grade

When applying for a job, many people tend to emphasize their hard skills – the specific knowledge and abilities required for a particular job. When you are seeking employment, your soft skills can be as important as the hard skills that are required to achieve success on the job.

Soft skills are personal attributes that enable someone to interact effectively and harmoniously with other people whether you are on the job or in the classroom. These are also known as “people” skills. Regardless of the job, you have to interact effectively with supervisors and people above and below you, as well as others such as customers, vendors, patients, students, etc. Companies seek candidates with both types of skills when hiring for most positions.

Here are the top seven most important soft skills for interviews and in the workplace, from Indeed's Director of Recruiting, Mike Steiner*:

1. Acting as a team player	Be cooperative and display strong leadership skills when necessary
2. Flexibility	Adapt to any situation to show you are dependable no matter what's thrown at you
3. Effective communication	Effectively and respectfully articulate oneself, be a good listener and use appropriate body language
4. Problem-solving and resourcefulness	Issues will arise in any situation. Keep your cool. Analyze the cause, determine alternatives, evaluate best solutions, start a plan, and assess if it worked.
5. Creative thinking	Much like problem-solving, find unique solutions or alternatives; this drives innovation and increases efficiency.
6. Accepting feedback	Accept feedback gracefully and in turn give feedback to foster professional growth
7. Confidence	Show you have the knowledge and skills to support self-assurance. By being confident and capable, your supervisors, teachers, employees, peers, and clients will believe in what you are saying.

JOAN'S TEN COMMANDMENTS OF SEWING

XI. Safety First	XVI. Mastery Cometh through Experience
XII. Respect Thy Grainlines	XVII. Mistakes Present Opportunities for Creativity
XIII. Seam Lines Are Second Chances for Perfect Fit	XVIII. Expose Thyself to Historical & Technical Sewn Product Inspiration
XIV. Thine Iron Is Thy Friend	XIX. Size All Patterns with Thy Client's Name
XV. Listen to Critiques & Opinions, Then Choose Thine Own Path	XX. First Sewn Product Collections Should Be Kept Small & Manageable

Student Rights and Responsibilities

All students have the right to a campus learning environment free from interference or disruption. Students are expected to adhere to all policies and procedures of the district as well as all federal, state and local laws.

Student Code of Conduct

Students are subject to charges of misconduct and removal for violation of the Student Code of Conduct including, but not limited to the following acts:

- Academic misconduct or dishonesty; cheating.
- Forgery, alteration, falsification or misuse of campus/district documents.
- Theft or damage to district property.
- The physical or verbal disruption of instructional or student activities.
- The physical, verbal or written intimidation or harassment of such severity or pervasiveness as to have the purpose or effect of creating an intimidating, hostile or offensive educational environment.
- Any expression which is obscene, libelous or slanderous.
- Physical altercation or threats of violence including assault, or battery upon a student or district personnel on district premises.
- Unlawful conduct of a sexual nature.
- Possession of weapons, explosives, or objects which may be used as weapons or to threaten bodily harm.
- Failure to comply with directions of staff members of the district who are acting within the scope of their employment.
- Use, possession, distribution, or sale of alcoholic beverages on campus.
- Use, possession, distribution, manufacture or sale of narcotics or other hallucinogenic drugs is prohibited on district premises.



Reference: Board of Trustees Policy BP 3100, Student Rights, Responsibilities and Administrative Due Process (available in the Student Affairs Office and online at www.sdce.edu).

**SAN DIEGO
CONTINUING
EDUCATION**

August 2014 - District Student Services