Soft Skills/Hard Skills Activity

1. Design an employee manual for a salon employee describing your expectations and rules as an owner of the salon business.

* Name your salon. You may have pictures.
* List rules and expectations for your employees at your salon. ( hiring, training, evaluation,

absences, tardiness, conducts, customer service, employee relations, safety, sanitation,

dress code, MSDS)

* + Consequences for not following the expected rules and expectations
* Define the term soft skills.
  + What soft skills are you looking for in an employee? Why? (5 minimum with explanation of each skill)
* Define the term hard skills.
  + What hard skills are you looking for in an employee? Why? (5 minimum with explanation of each skill)
* In your opinion, are soft skills more important than hard skills, hard skills more important than soft skills or are they equally as important? Explain your answer.

**Soft Skills Essay**

**Situation: You have graduated from college and are ready to start working in the field you have studied. You realize that with hard work and the correct set of skills, you can begin a successful career.**

**Task: Write a five (5) paragraph essay following the outline provided.**

**Paragraph One:** Introduce soft and hard skills. What is the definition of hard skills? What is the definition of soft skills? How are these skills used in the workforce and post secondary education? Why is it important to possess soft skills? Why is it important to possess hard skills?

**Paragraph Two:** Image that you are an employee in a very successful business, a business that offers the opportunity to “grow a career”. What is the business and what are the products/services this business provides? What job would you want in that business? Describe important daily tasks you must perform successfully. Be specific and concrete. Include important tasks that are essential to making the business profitable.

**Paragraph Three:** Identify the five most important soft skills you will need to develop your career in the job. Be specific as to how each particular soft skill will help you develop as a working professional.

**Paragraph Four:** Identify the five most important hard skills you will need to develop your career in the job. Be specific as to how each particular hard skill will help you develop as a working professional.

**Paragraph Five:** If asked in an interview for your dream job, what qualities (soft and hard skills) would you identify as your best? Specifically, how would you explain that you have demonstrated those qualities (soft and hard skills) to others in your personal life, your school life, and your work life? Use specific examples that demonstrate how you have proven to others that you have those qualities.

