

Soft Skills Workshop Outline

3 days,
3 hours per day

Day 1: Introduction to Soft Skills & Self-Assessment

1. Welcome and workshop goals (15mins)

- Introduce to the workshop structure & goals
- discuss the importance of soft skills in career and personal growth

2. Definition and types of soft skills (90 min)

- Introduce the concepts of soft skills as “social competence” and contrast with hard skills
- Discuss the four types: methodical, social, personal and communicative skills.
- Interactive Q&A session to connect these skills with participants’ prior experiences

3. Self-Assessment Exercise: Soft Skills Check (45 mins)

- Conduct a self-check using questions like:
How well do you handle stress?
Are you comfortable working in teams?
Can you effectively communicate your ideas?
- Encourage group sharing and reflection on the results to foster openness.

4. Interactive Session: Real-Life Scenarios (1 hour)

- Discuss examples that relate to Middle Eastern culture and professional contexts, such as dealing with hierarchy, teamwork, and family influence on decision-making
- Role-play scenarios, such as a challenging interaction with a supervisor or solving a conflict with a team member

5. Wrap-Up & Reflection (30 mins)

- Reflection on personal strengths and areas for growth
- Discuss next day’s focus on social and personal soft skills

Day 2: Developing Social and Personal Soft Skills

1. Introduction to Social Soft Skills (30 mins)

- Explain social skills as the foundation for effective interpersonal relations.
- Examples include empathy, emotional intelligence, team collaboration, and cultural sensitivity

2. Interactive Activity: Empathy and Cultural Sensitivity (1 hour)

- Group discussions on the importance of cultural awareness, especially in diverse environments
- Role-play to practice empathy and understanding different perspectives.

3. Personal Soft Skills and Resilience (30 mins)

- Define resilience and discuss its significance in managing stress and adversity.
- Highlight self-discipline, adaptability, and emotional stability as critical traits

4. Self-Reflection and Group Activity: Resilience and Adaptability (1 hour)

- Guided reflection: “Describe a time you had to adapt to a major change in your life.”
- Pair up and discuss responses, focusing on lessons learned and strategies for maintaining resilience.

5. Wrap-Up & Preparation for Day 3 (30 mins)

- Participants summarize insights and areas for improvement in social and personal skills.
- Overview of Day 3’s focus on communication and methodical soft skills.

Day 3: Enhancing Communication and Methodical Skills

1. Introduction to Communication Skills (30 mins)

- Define communication skills and their impact on professional relationships.
- Key skills: active listening, verbal and non-verbal communication, conflict resolution

2. Practical Exercise: Active Listening & Feedback (45 mins)

- Pair exercise: Practice active listening by sharing a recent challenge, with the partner listening and summarizing the main points back
- Discuss how to handle difficult conversations and give constructive feedback

3. Methodical Skills: Problem Solving & Time Management (45 mins)

- Introduce problem-solving techniques: define the problem, brainstorm solutions, evaluate options, and implement.
- Time management techniques tailored for Middle Eastern work settings, where flexibility might be valued.

4. Scenario-Based Activity: Problem Solving and Strategic Thinking (30 mins)

- Work in small groups to solve a hypothetical workplace problem, such as organizing a team with conflicting schedules.
- Share solutions and discuss the importance of organization, planning, and strategic thinking

5. Final Reflections and Goal Setting (30 mins)

- Reflect on key takeaways from the three-day workshop.
- Create personal action plans for continued improvement in selected soft skills
- Closing and feedback on the workshop