



Erasmus+



Enhance the potential of Smart Working SmartWo

ERASMUS+ Cooperation Partnership ADULT Education

Small Scale Partnership

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Module 4

Soft Skills for Smart Working



Soft skills are personal characteristics that are vital for success and job advancement. Soft skills make it easier to develop relationships with others, making you more visible for the right reasons and opening up more job options for you.

You'll need soft skills regardless of what job you have or where you work. For many people, developing soft skill is the most challenging task.

What are the benefits of soft skills?

- Increased productivity and efficiency
- Interpersonal and professional partnerships that are stronger
- More inventive solutions
- The expansion of the company

Soft skills are valued by employers because they:

- Demonstrate initiative, proactivity, and self-assurance.
- Assist them with comprehending your professional characteristics.
- Determine if you are a good fit for a team and if your goals align with the organization.
- Encourage a more positive corporate culture.

Here are some tips for improving your soft skills



Remote Teamwork

Working independently, without supervision from a remote location, requires high levels of trust and integrity.

One of the ways to demonstrate that you are doing what you have been asked to do is through regular and comprehensive communication.

This communicates to them that you're available, that you're doing everything you've been asked to do, and that you're a resource they can count on.

Learn The Proper Mindset for Technological Innovation

To be a successful remote worker, your new best friends will be your digital tools.

First you need to have the adequate Software and Hardware that allow the proper connection and speed in processing data and communication.

Then you have to master the use of chat APPs, Meeting APPs and cloud folders / repositories to share documents and also work simultaneously with other people on the same document remotely.

Learn Problem Solving and Critical Thinking

Thinking is the first step to success.

Only 20% of things will lead to success and for that reason everyone needs to think and prioritize before taking action

Critical thinking is the ability to follow logic clearly and rationally about what to do or what to believe. You must be able to weigh up the pros and cons of solutions to problems. You must look at all the data available and make an informed decision by weighing the pros and cons based on the data given.

Problem-solving is the act of defining a problem, determining the root cause of the problem and finding a solution. The more problems you solve, the richer and more successful you become.

Learn to Manage the Stress

One of the main causes of stress-related to working from home is the lack of set boundaries.

This can lead to working when you should be playing or socializing with your family.

It is very important to separate work from your personal life. Another challenge in working from home is time management.

Some practical tips to handle the stress are:

- To find a separate workspace
- To set up a morning and evening routine, perhaps try meditation
- To take breaks throughout the day
- To schedule some free time each day

Learn to Organize Your Home Space

Your home office should be organized, free of distractions and in a stimulating environment; it should also be a place dedicated solely to work.

Here are some tips on how to set up a home office:

- ***Choose a suitable room or area***
- ***Invest in a good chair***

- ***Get storage equipment***
- ***Avoid facing the window***
- ***Get proper lighting***
- ***Purchase all necessary items for the office***
- ***Minimize distractions***
- ***Keep a tidy office***
- ***Leave work at your working area***
- ***Have a manageable internet connection***

But beware: Safety First!!

Your workspace must, first and foremost, be safe. Important safety tips are:

- Check that your desk and chair are conducive to good posture.
- Adjust the resolution of your monitor to avoid eye strain.
- Take frequent breaks from typing.
- Make sure you have the proper safeguards in place to protect your company's private information

Setting boundaries is important to have a smooth professional and personal life.

Therefore, it is important to set these boundaries and communicate them to others in your home.