

FOCUSLIFE INSTITUTE

Practical, Proven Solutions For Personal & Professional Growth

Focus Insights

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FOCUS INSIGHTS

Soft Skills



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Last Name:

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Focus Life Institute

<https://www.FocusLifeInstitute.com>

Lesson 1 – Introduction Insights

No Questions

Lesson 2 – Focus Behavioral Profile Insights

No Questions

Lesson 3 – Communication

Question: You have an S/C behavioral style. You like to take your time and complete one project at a time and are team focused. Your current manager is an I/S (people-oriented) and has just been promoted. A new manager with a D/I behavioral style has replaced her. This new manager wants things done quickly and wants you to verbally present your proposal with minimal facts. List two areas that you would need to do to blend your behavioral style and get in sync with this new manager?

Answer 1:

Answer 2:

Question: Please review the information from the chart provided and identify one area that you can utilize this information with to improve communication within your current environment.

Answer 1:

Lesson 4 – Collaboration

Question: Please review the information from the chart provided and identify one area that you can utilize this information with to improve collaboration within your current environment.

Answer 1:

Lesson 5 – Conflict Resolution

Question: You have a team run by a task-oriented D/C behavioral style and you are an I/S style who is people-oriented. The situation is that your leader is concerned about the task getting done on time and has excluded you and the other I and S styles from participating. The leader is working with the C styles to get the task done on time. After discussing this with a few other I and S styles, you notice that you have a few ideas that could be incorporated to make the presentation more effective. How can you affectively go about getting your ideas incorporated into the presentation when you are dealing with task-oriented vs. people oriented team members? This new manager wants things done quickly and wants you to verbally present your proposal with minimal facts. List two areas that you would need to do to blend your behavioral style and get in sync with this new manager?

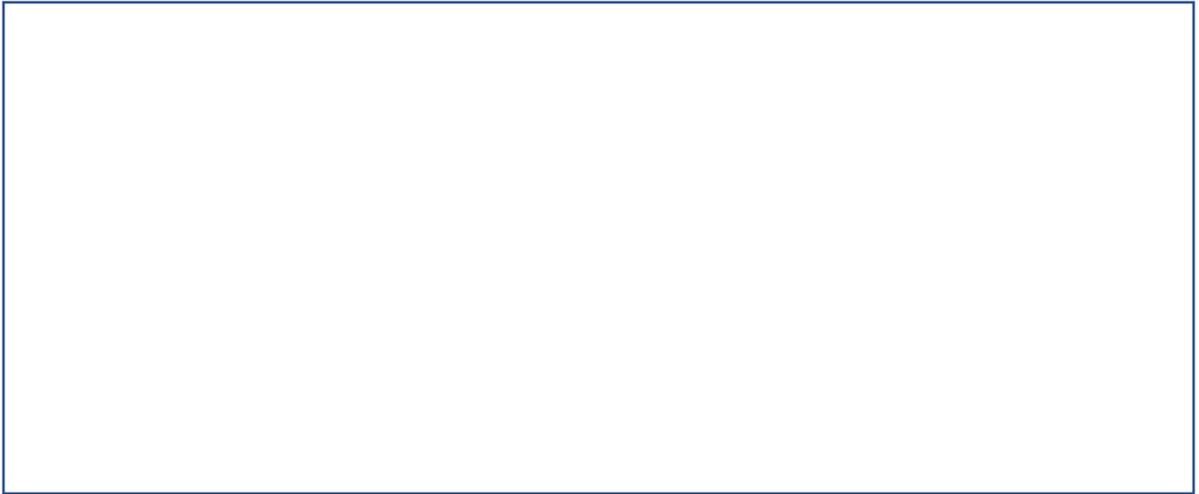
Answer 1:

Answer 2:

Lesson 6 – Confidence

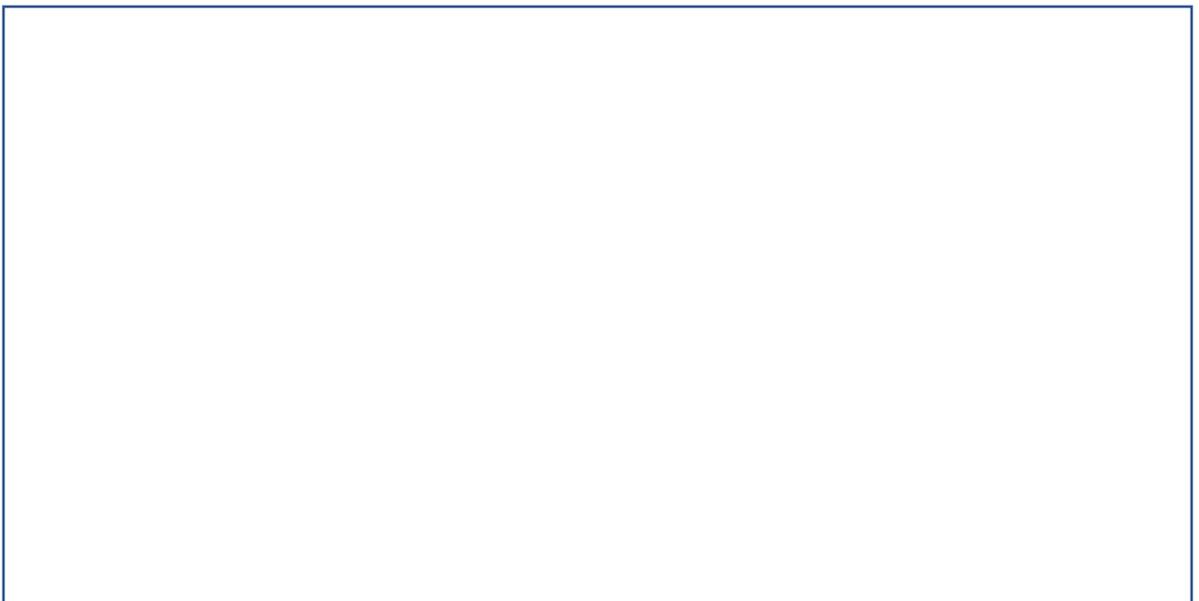
Question: SITUATION You have a S/C behavioral style. You are mostly an inward person and you mostly interact with people you have known for a long period of time. However, as part of merger with a newly acquired company, you have been asked to join a reception and greet the new employees and share with them a little history of yourself and the current project you are working on within the company. You have been told that a few of these new employees will be working within your team and have more experience and education than you do. As an S/C style how would you prepare for this reception and would you be intimidated by the new employees?

Answer:



Question: ACTION PLAN Please review the information from the chart provided and identify one area that you can utilize this information with to improve your confidence level within your current environment.

Answer:



Lesson 7 – Creativity

Question: ACTION PLAN Please review the information from the chart provided and identify two areas that you can utilize this information with to improve your creativity within your current environment.

Answer 1:

Answer 2:

Lesson 8 – Character

Question: ACTION PLAN Please review the information from the chart provided and identify two areas where you can utilize this information with to improve your character development within your current environment.

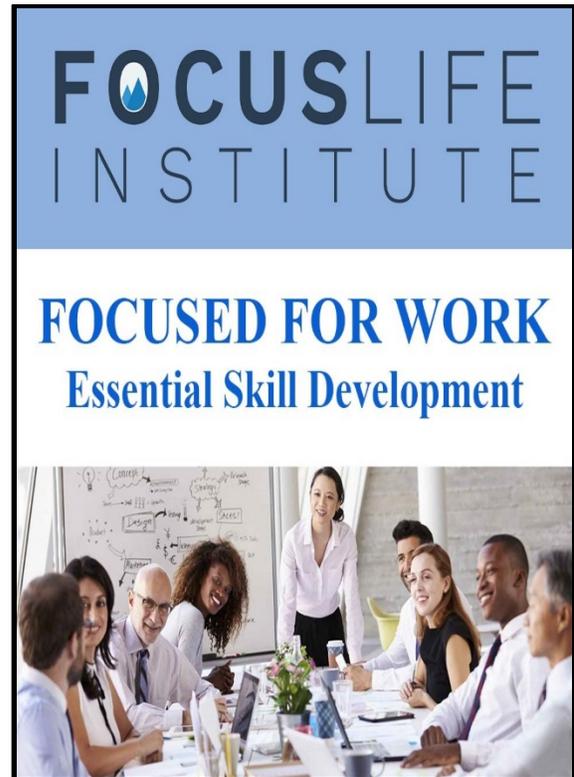
Answer 1:

Answer 2:

Additional Courses Available

Focused for Work

According to LinkedIn's "Workplace Learning Report," soft skills are the No. 1 priority for talent development. Further, a LinkedIn study found that hiring managers indicated their company's productivity was limited due to a lack of candidates' soft skills. "The No. 1 problem with today's young workforce is the soft skills gap," "It runs across the entire workforce – among workers with technical skills that are in great demand, every bit as much as workers without technical skills." Soft skills are key to individuals' success in the workplace and are a competitive differentiator in the marketplace. The Focused For Work Module was developed to provide solutions for individuals to be prepared for the workplace. Included are People Skills, Essential Soft Skills, Interviewing Skills, Critical Thinking Skills, Values/Character Development and Leadership Skills.



40 Days of Focus

We live in an age of distraction. The 40 Days of Focus module helps you to learn how to focus and create a lifestyle of focus. You will be mentored by Focus Coach Ed Turose with a daily video podcast, key daily focus points and the ability to capture your personal notes online. Our 40 days of Focus will get you on track to see great results in both your personal and professional life!



Please View Our Website at www.focuslifeinstitute.com