Hard Skills, Soft Skills & The Difference Between The Two

Hard Skills

Hard skills are specific, teachable abilities that are based in fact. Some examples include:

- Speaking a foreign language
- Typing speed
- A degree or a certificate
- Proficiency in computer programming
- 10 years of customer service experience
- Operating machinery
- Public speaking experience (not to be confused with communication skills)

Soft Skills

Soft skills are subjective and may or may not be true. They are often associated with personal attributes and character. Some examples include:

- Motivated team player
- Strong communication skills
- Time management
- Organizational skills
- Good with children
- Reliable, responsible, committed

How would you take a soft skill, such as "Good with children", and turn it into a hard skill? _____

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