

CAN SOFT SKILLS BE THE BRIDGE BETWEEN UNIVERSITY AND PROFESSION?

IMPLEMENTATION OF SKILLS AT UNIVERSITY

HARD & SOFT SKILLS

HARD SKILLS

- ❑ **technical skills** for **specific** task/job
- ❑ **easily evaluated**
- ❑ **specifically taught in training**

SOFT SKILLS

- ❑ **desirable qualities**
- ❑ **personal attributes**
- ❑ **not depend on acquired knowledge**

HARD & SOFT SKILLS

HARD SKILLS - MEDICAL DOCTOR

- Ability to use learned knowledge, exams and instruments to correctly diagnose the patient



SOFT SKILLS - MEDICAL DOCTOR

- Ability to be kind, comprehensive towards patient and family
- Awareness of other factors that may explain symptoms

CAN SOFT SKILLS BE TAUGHT AT SCHOOL?



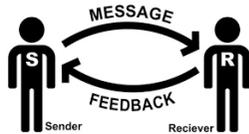
Hard Skills are implicit learning process:
methodology, theory and processes.

But what about **Soft Skills**?

WHICH SOFT SKILLS TO LEARN?



COMMUNICATION AND INTERPERSONAL SKILLS



COLLABORATION



PROBLEM-SOLVING



TIME MANAGEMENT



LEADERSHIP



TEAMWORK



STUDY HABITS

CARTOONS SOFT SKILLS



FORM GROUPS OF 4

CARTOONS SOFT SKILLS



FORM GROUPS OF 4

00:30

CARTOONS SOFT SKILLS



**LIST THE SOFT SKILLS NEEDED FOR THAT
PROFESSION**

CARTOONS SOFT SKILLS



**LIST THE SOFT SKILLS NEEDED FOR THAT
PROFESSION**

10:00



MICROSOFT CASE STUDY



BRAINSTORMING

MICROSOFT CASE STUDY



BRAINSTORMING

10:00

MICROSOFT CASE STUDY



ELIMINATE IDEAS

MICROSOFT CASE STUDY



ELIMINATE IDEAS

04:00

MICROSOFT CASE STUDY



ELECT THE BEST 7 IDEAS

MICROSOFT CASE STUDY



ELECT THE BEST 7 IDEAS

10:00

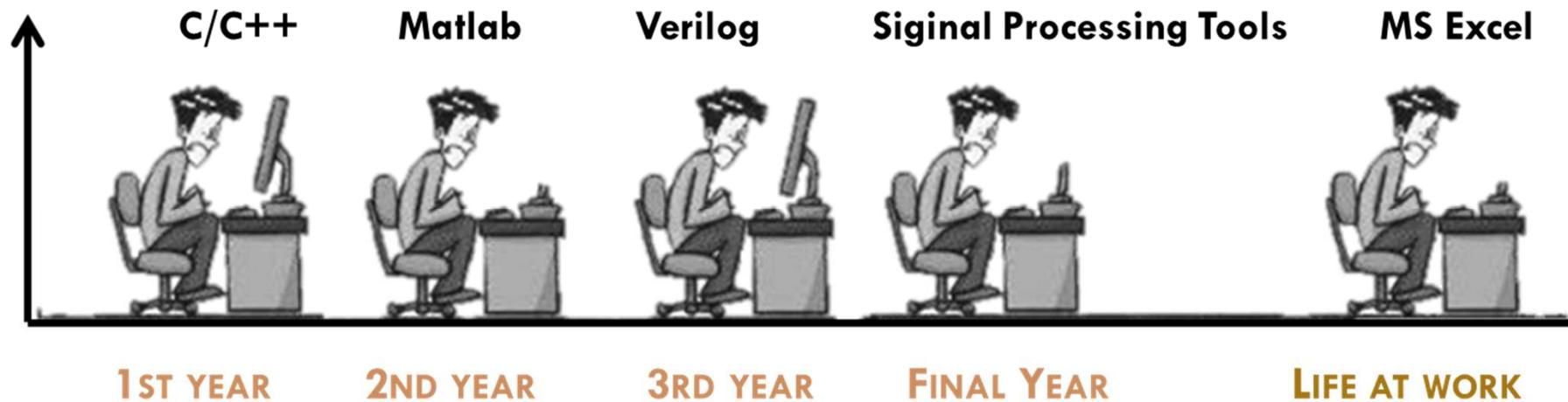
MICROSOFT CASE STUDY



BRAINSTORMING

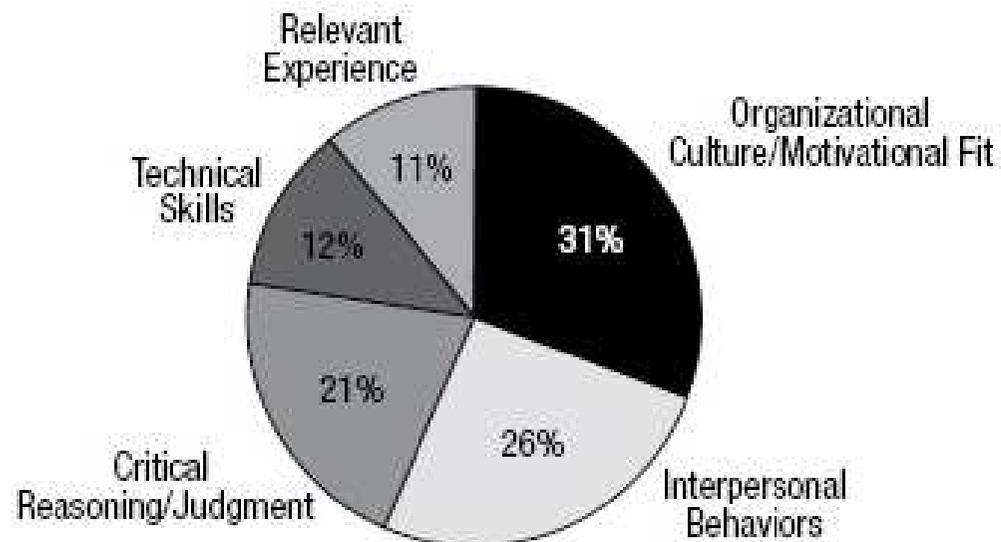
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HARD & SOFT SKILLS



HARD & SOFT SKILLS

WHAT CONTRIBUTES MOST TO ACCELERATED PERFORMANCE



WHY TO LEARN SOFT SKILLS?

	SYSTEM ANALYST		SOFTWARE DESIGNER		COMPUTER PROGRAMMER	
Soft Skills requested by companies	> 66%	33% to 66%	> 66%	33% to 66%	> 66%	33% to 66%
Communication Skills	✓		✓		✓	
Interpersonal Skills						✓
Analytical & problem solving skills	✓			✓		✓
Team player	✓			✓		✓
Organizational skills		✓				✓

Ahmed, F. and colleagues (2013)

PREPARING STUDENTS TO BE PROFESSIONALS



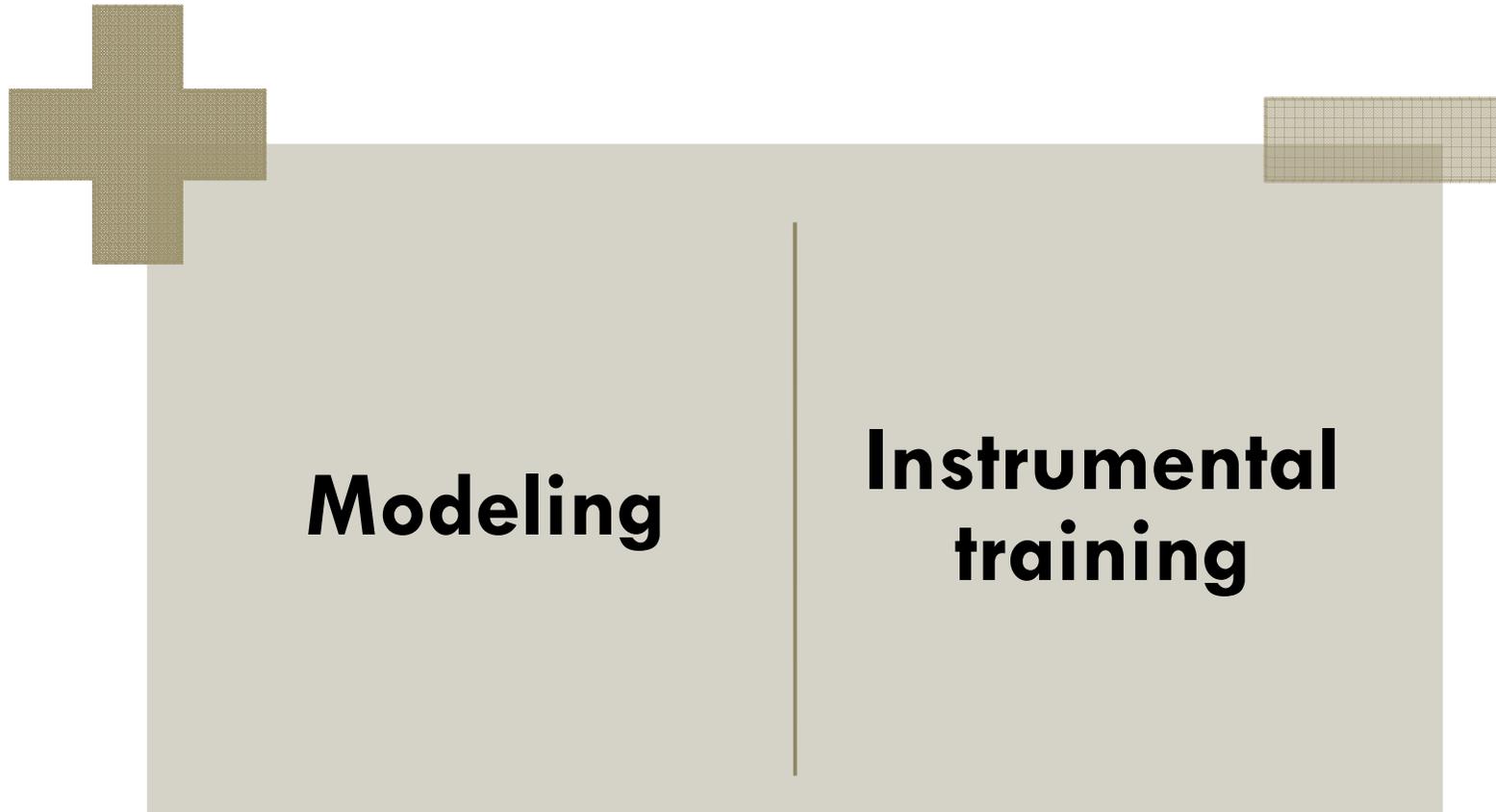
1. ABILITY TO WORK IN A TEAM STRUCTURE



Forbes, online 24/07/15, *The 10 Skills Employers Most Want In 2015 Graduates.*

HOW CAN I GET THEM?

"How do we become more human when we've socialized the humanity out of our workplaces?"



HOW CAN I GET THEM?

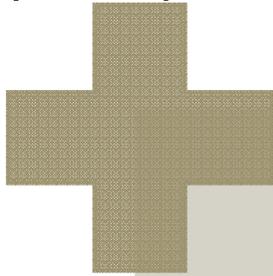
- Learning knowledge as information will allow you to produce the knowledge on a test, but only a small portion will filter through into actual behaviour and situations.

Instrumental training

- Stand at the front of the room courses
- Computer based training
- Conventional schooling model

HOW CAN I GET THEM?

- The most effective means of learning soft skills is through modeling. This could include modeling the behaviour of leadership or just key people who you respect and exhibit the soft skills you require.



Modeling

- In-house mentoring*
- Private coaching*
- Classroom or online courses*
- Reading a book*
- Extracurricular group*

HOW CAN I GET THEM?

a) *In-house mentoring*

Learning soft skills requires **practice through interaction**. For example, an inexpensive method for learning soft skills is to set up a formal coaching relationship, for example:

- Volunteering service
- Summer internship

b) *Private coaching*

Private coaching is usually expensive but very common among the executive ranks. In the university you can have this private coaching among the **teachers** or the **oldest students**. (por exemplo os núcleos de alunos)

HOW CAN I GET THEM?

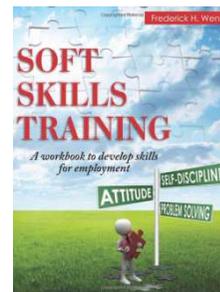
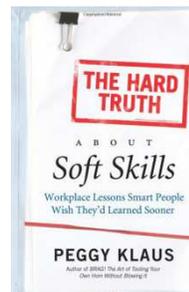
c) *Classroom or online courses*

Soft skills are all about application.



d) *Reading a book*

Books are usually too simplistic or too idealized, but you can try some of them.



Soft Skills @ IST

- Tutoring Program teaches in 1st year courses, skills such as:
 - ▣ **Time Management**
 - ▣ **Team Work**
 - ▣ **Writing skills:** papers, reports, bibliography and quotations
 - ▣ **Presentation skills:** PowerPoint guidelines, communication and posture



Soft Skills @ IST



- Tutoring Program has Workshops that help students develop competences on:
 - **Study methods;**
 - **Emotional intelligence;**
 - **How to define goals and priorities;**
 - **Exams preparation and anxiety control.**

- Workshops are free, duration varies (1 to 4 sessions) and all students can attend!

Soft Skills @ IST



- **MASTER THESIS DISSERTATION: DO YOU ACCEPT THE CHALLENGE?**
 - **4 sessions workshop:**
 - **Self motivation:** find focus and motivation for thesis kick off
 - **Thesis work methodology:** how to plan the work, correct methodology, collection, selection and information analysis
 - **Writing the master thesis:** writing and formatting norms
 - **Presentation and thesis defense:** how to prepare presentation, design and how to speak in public

HOW CAN I GET THEM?

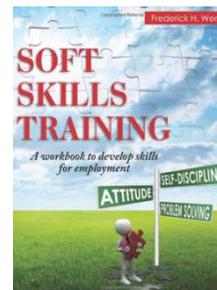
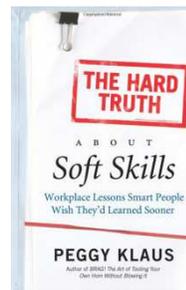
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HOW CAN I GET THEM?

e) *Extracurricular group*

Special interest groups or professional organizations like Toastmasters International can help you gain access to expertise and training without depending on your company.

