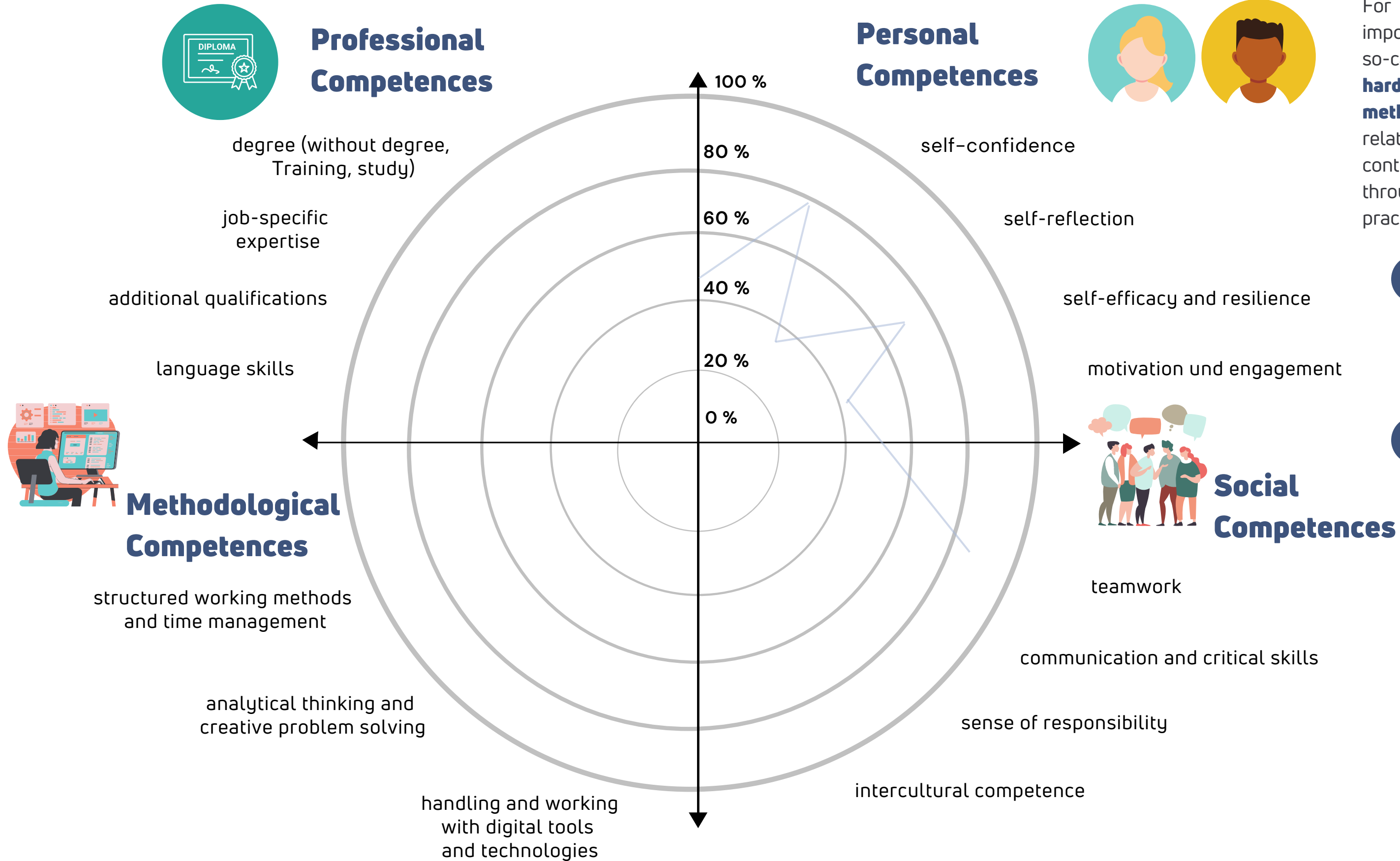


Soft and hard skills: What skills do I have?



For **professional and personal development**, it is important to be aware of one's skills and abilities. These so-called competences can be divided into **soft and hard skills**. Soft skills are **personal, social and methodological skills** that influence interpersonal relationships and a person's social competence. In contrast, hard skills are competencies that are learned through formal education, professional development or practical experience.

- 1 Please fill in the profile.**

First and last name:
Branch:
Job title:
Age:
- 2 How would you rate your competences?**

 - How do you rate your soft and hard skills yourself (0 - 100%)? Connect the dots so that a picture emerges.
 - Get feedback from a second person. This could be a manager, a colleague or a career counsellor.
 - Think together about which skills will be necessary in the future.
- 3 Evaluate the results together and consider what opportunities there are for professional and personal development.**