

New Manager Toolkit:

Must-Learn Soft Skills for Your Teams

As a manager, you are uniquely positioned to encourage your team members to take time to learn. But, it can be tough to know what to recommend to your new direct reports. Start with the most in-demand soft skills. Why soft skills? Because they apply to every role and soft skills cannot be replaced by robots or automation. Help your team members get to the next level with these essential soft skill courses.



We surveyed 2,000 business leaders and asked them the soft skills they'd most like to see their employees learn.

Here's what they said:

01 • Leadership Recommended Courses:

Body Language for Leaders



Strategic Thinking



Leading Without Formal Authority



02 • Communication Recommended Courses:

Communicating with Confidence



Influencing Others



Giving and Receiving Feedback



03 • Collaboration Recommended Courses

Effective Listening



Building Business Relationships



Finding Your Introvert/Extrovert Balance
in the Workplace



04 • Time Management Recommended Courses:

Managing Your Time



Creating Great Workplace Habits



Getting Things Done



Pro Tip

Consider incorporating these courses into the individual development plan (IDP) you co-create with your employees.