



GETABSTRACT REVIEW OF

# Stand Out

## 5 Key Skills to Advance Your Career

### STEP 1

Have your team read the getAbstract summary.

### STEP 2

Schedule a team meeting to discuss the questions below.

### STEP 3

Have a discussion with your team.

You've heard it before: The skills that matter most in a world where intelligent machines take over routine tasks are soft skills, including emotional intelligence. Robots still have a long way to go until they can be empathetic team players. And as workplaces become more ethnically, culturally and linguistically diverse, self-awareness, empathy and the ability to communicate are all the more critical. In *Stand Out*, Debra Stevens offers a practical five-week program to start honing the skills that make you uniquely human.

## Discussion Questions

1. What role do soft skills play in your job? How can well-developed soft skills enhance your job performance?
2. Listening skills are one foundational soft skill the author mentions. Do you consider yourself to be a good listener? What are some of the obstacles that prevent us from being better listeners?
3. The author implies that becoming more empathetic starts with greater self-awareness. Do you consider yourself more of a thinking or a feeling person? And how may your preference for one or the other impact your interactions with co-workers?
4. Team members bring different qualities to collaborations. What do you consider your strengths and weaknesses when it comes to teamwork?
5. Think of a person who inspires you. What is it about that person you find inspirational?

*“If we are to survive automation, we need to shine at being human.”*

**STAND OUT**

Debra Stevens

## Additional resources



“Soft Skills” for Business



Soft Skills