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Money Back Guarantee · Paperless Solutions · 24/7 Tech SupportService catalog: Document Management, Electronic Signatures, Cloud Storage. Study the soft skills in the word bank, then read each job scenario and decide which skills best apply to each scenario and why. Be prepared to explain your thinking to your classmates! Use the Essential Skills Checklist before and after you complete each workbook to see how your Essential Skills improve. Read the Job Search Terms so that you are familiar with the terms . A PDF document that helps you assess your transferable skills and explore career opportunities. It includes examples of employability skills, such as communication, teamwork, problem-solving, and planning, and how to use the STAR technique to demonstrate them. There are 10 manuals and workbooks in the Career – Life – Work series. You will find a list of them on the last page of this workbook. You can find the whole series online at [under the adult resources section](#). If you would like print copies, please contact the NWT Literacy Council. development of soft skills is identified as a critical component for success in activities such as civic participation and youth leadership in addition to school- and work-based learning experiences.