



Basic Understanding

- Do you know what soft skills are?
- Can you see any people working together?
- Are they only using computers?

Useful Vocabulary

collaboration • problem solving • leadership
emotional intelligence • digital literacy • critical thinking
adaptability • innovation • decision making

Common Soft Skills Today

- How do these people communicate?
- Why is good listening important?
- How do team members share information?
- Can you see anyone showing leadership?

AI and Soft Skills Working Together

- How can AI help team collaboration?
- Will AI make meetings more effective?
- How can AI support creative thinking?

Personal Experience with Technology

- How do you feel about working with AI systems?
- Would you like AI to help with your daily tasks?
- How can AI improve your teamwork skills?

Future Workplace Skills

- How can AI help with data analysis?
- Will presentations change with AI tools?
- What skills become more important with AI?

AI vs Soft Skills - Example Answers

Basic Understanding

- Soft skills = interpersonal abilities like communication, teamwork
- Yes - team gathered around desk discussing/collaborating
- No - mix of computer work and face-to-face interaction

Common Soft Skills Today

- Mix of digital and in-person communication
- Listening ensures accurate understanding of tasks/needs
- Through meetings, digital platforms, presentations
- Standing person appears to be leading discussion

Personal Experience with Technology

- Positive - AI can enhance productivity
- Yes - for scheduling, data analysis, routine tasks
- AI can streamline communication and project management

AI and Soft Skills Working Together

- AI can schedule meetings, summarize discussions
- Yes - through better preparation and time management
- AI can generate ideas, humans refine and implement

Future Workplace Skills

- AI processes large datasets quickly, humans interpret
- More interactive, data-driven presentations
- Critical thinking, creativity, emotional intelligence

Useful Vocabulary Examples

- collaboration: "The project requires close collaboration between teams"
- problem solving: "Complex issues require creative problem solving"
- leadership: "Good leadership involves inspiring and guiding others"
- emotional intelligence: "Reading team morale requires emotional intelligence"
- digital literacy: "Modern jobs require strong digital literacy"
- critical thinking: "AI tools enhance our critical thinking capabilities"
- adaptability: "Success requires adaptability to new technologies"
- innovation: "AI sparks innovation in traditional processes"
- decision making: "Data-driven decision making improves outcomes"