**WORK CARD 5**

PLANNING OF SOFT SKILLS EDUCATION

PLAN THE PREPRATION OF THE TRAINING ‘’MODERN COCKTAIL DECORATIONS’’. FROM THE COMPETENCES LISTED BELOW SELECT THOSE WHICH ARE NECESSARY IN ORDER TO MASTER THE SKILLS IN THE ABOVE SUBJECT AREA. PLEASE PUT AN ‘X’ IN THE BOX OF YOUR ANSWER CHOICE.

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| TYPE OF SKILL/COMPETENCE | YES | JUSTIFY YOUR CHOICE |
| THE ABILITY TO COMMUNICATE CLEARLY AND EFFECTIVELY  | □ |  |
| INCREASING THE ATTRACTIVENESS OF TASKS AND AQUIRED EFFECTS | □ |  |
| EMPATHY | □ |  |
| ASSERTIVENESS | □ |  |
| EFFECTIVE VERBAL COMMUNICATION | □ |  |
| NON-VERBAL COMMUNICATION/BODY LANGUAGE | □ |  |
| AUTO-PRESENTATION | □ |  |
| ABILITY TO MAKE DECISIONS | □ |  |
| PROBLEM SOLVING | □ |  |
| CONFLICT RESOLUTION | □ |  |
| STRESS MANAGEMENT | □ |  |