



Presenter Bio

Presentation Topics

Hard Skills versus Soft Skills

Soft Skills for Achieving Career Growth

Acquiring Soft Skills

Conclusion

Kirk Paul Lafler has worked as an independent programmer, developer, consultant, data analyst, and educator since 1979; a lecturer and adjunct professor at San Diego State University; a lecturer and adjunct professor at the University of California San Diego Extension; and an educator teaching courses, workshops, and webinars to users around the world. Using his expertise with all types of data, SAS software, SQL, RDBMS (Oracle, SQL-Server, Teradata, DB2), Python, Excel, cloud-based technologies, and productivity tools, Kirk has written books on Exploratory Data Analysis (EDA) by Example (PB&J Press. 2023), Python ETL Programming by Example (PB&J Press. 2024), PROC SQL: Beyond the Basics Using SAS, Third Edition (SAS Press. 2019), along with numerous papers and articles. Kirk is also involved with SAS, SQL, Python, R, Statistics, and AI / ML user groups serving as a speaker, mentor, educator, keynote, and leader; and is the recipient of 27 “Best” contributed paper, hands-on workshop (HOW), and poster awards.



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Soft Skills to Master as a Freelance Consultant

a presentation by



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Hard Skills represent a person's technical skill set and ability to perform various functional tasks. These types of skills are associated with what has been learned and/or gained through education, specific training, or on the job.

versus

Soft Skills are referred to as character traits, people skills, life skills, and interpersonal skills. They are applicable across job titles and industries and are generally associated with how well one interacts with others. The good news is that soft skills can be acquired and can be improved.



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Soft Skills for Achieving Career Growth



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Category	Soft Skill
Communication	Speaking
	Reading comprehension
	Writing
	Listening
	Conflict resolution
	Negotiating
Problem Solving	Research
	Analytical thinking
	Creativity
	Innovation
	Reasoning
	Decision-making

Category	Soft Skill
Leadership	Team building
	Adaptability
	Decision-making
	Time management
	People management
	Delegation
	Teaching / mentoring / helping
	Persuasion
	Conflict resolution
	Listening
	Social perceptiveness
Rapport building	



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Soft Skill	Ways to Acquire and/or Hone a Skill
Communication	To be an effective communicator, learn and practice a combination of techniques including non-verbal such as body language and tone of voice; verbal techniques such as public speaking and presentation; and written techniques such as writing papers and storytelling to describe complex scenarios, problems, and their solutions, along with alternatives, to different audiences.
Teamwork	Delegate and distribute duties and responsibilities with stakeholders, team members, and others while respecting another person's point of view and professional experience even during disagreement.
Problem solving	Problem solving skills encompass the development of critical thinking, curiosity, and creativity abilities. Using logical reasoning, rational approaches, and brainstorming strategies along with curiosity and an open-mindedness helps to identify the pros and cons of any situation or problem, with the hope of improved decision-making opportunities.
Leadership	A leader possesses specific qualities which help them stand out, including the ability to inspire, motivate, instill confidence, problem solve, listen, coach, and mentor to align a group, employees, and others to move in the same or a positive direction.
Learn from others	Identify role models you can learn from, build a network of relationships, and observe the traits of others to acquire vital skills to help you successfully interact with others to improve your professional skills.

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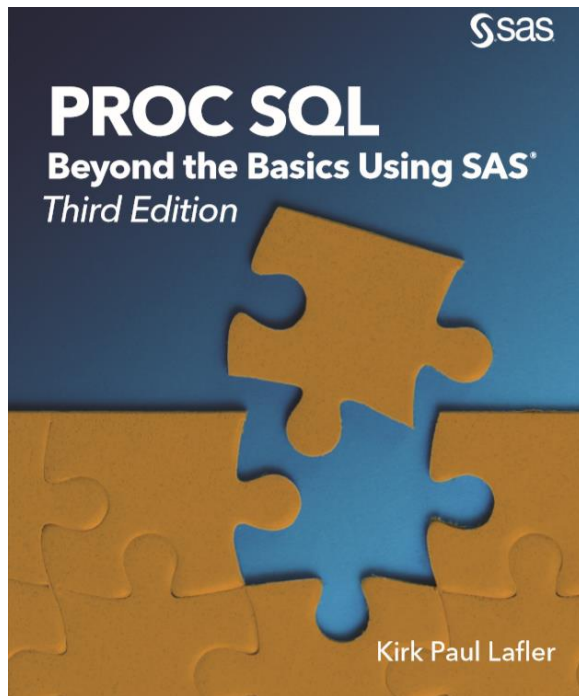
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PROC SQL: Beyond the Basics Using SAS

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Thank You for Viewing!

Questions?

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