

LIFE SKILLS & SOFT SKILLS

**Leadership is not about controlling others,
it's about lifting others**

LIFE SKILLS

**Psychological
Competencies &
Interpersonal
Skills**

**To make
informed
decisions**

Solve Problems

**Think critically &
creatively**

**Build healthy
relationships**

**Communicate
effectively**

**Manage life in a
healthy &
balanced
manner**

**Empathise with
others**

Life Skills

Vs

Soft Skills

*LIFE
SKILLS*

**SOCIAL
SKILLS**

**THINKING
SKILLS**

**EMOTIONAL
SKILLS**

**Used
interchangeably**

**Skills that define
your relationships**

**Your approach to
life & work**

They overlap

**Not technical or job
related**

**Personal qualities,
habits, social
graces, etc.**

Decision Making

Leadership

Communication



Problem Solving

Creativity & Innovation

Team work and Delegation

IT Skills

Listening & Supporting

Ability to Prioritize



Critical Thinking

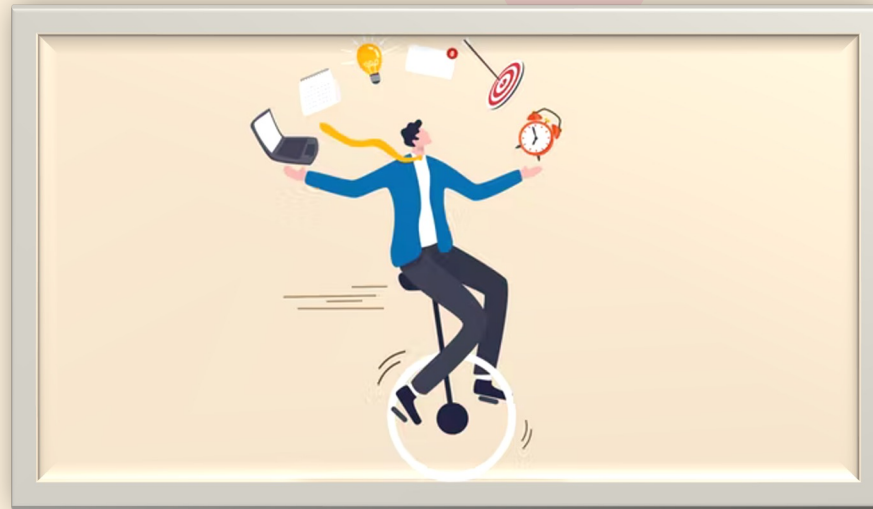
Visible & Present

Sensitivity & Empathy

Empowering

**Public
Relations**

**Vision &
Mission**



Dedication

**Discreet &
Discerning**

**Fair &
Consistent**

LEADERSHIP

You are in
this role

Amalgamation
of all

Need to have
followers

Team

Walk the Talk

Make others
want to do

Motivation

Self
Confidence

COMMUNICATION

Main Communicator

Verbal, Written, Social Media, etc.

Effective

Parents & Public

Language Matters

Staff

Students

Clear & Precise

Sharing Vision

Team Building

Delegation

Reporting

**TEAMWORK &
DELEGATION**

Authority

Accompanying

Monitoring

Accountability

CREATIVITY & INNOVATION

Update oneself with the latest education trends

Evaluate, analyse and adapt the best practices

Encourage creativity & Innovation

Don't make every year a repetition of the previous

Be realistic while planning new initiatives

Don't hesitate to introduce changes

Lead by example

Changes that are thought about and decided

PROBLEM SOLVING

Identify

**Catch the bull by the
horn**

**Time will heal
attitude**

**Take suggestions &
Opinions**

Discuss and Dissect

Consult if needed

Possible Solutions

Final Decision

A Decision is Only as Strong as the Weakest Link



A good decision makes sense and feels right

**File
Management**

**Education
Tools**

Excel/Accounting

**Email
Management**

Web Search

**Word
Processing**

ERP skills

Presentation

IT SKILLS

**Time
Management**

**Know when to
say NO**

**Important And
Urgent**

**Not important
but Urgent**

**Okay to close
the door**

**Important but
not Urgent**

**Not important
and not urgent**

ABILITY TO PRIORITIZE

Understanding others

Listen

Understand the perspectives of others

Care & Value others

Elevate others

Model empathy

Practice Empathy

VISIBLE & PRESENT.

**Be where
the action is**

**Be the
public face**

**Move
around the
school**

**Interact with
students**

**Interact with
parents**

Get involved

**Be full of
action**

CRITICAL THINKING.

Examine: Explore & Analyse

Create: Express new & innovative ideas

Adapt: Adjust actions & strategies

Communicate: Express ideas & share information

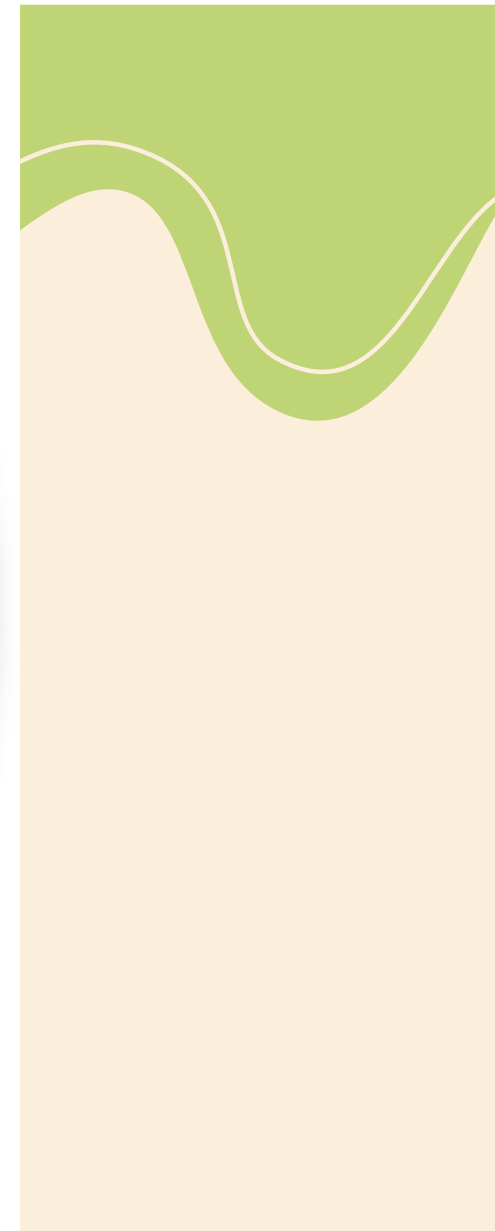
Link: Apply knowledge & reach new conclusions

Collaborate: work with others & achieve better outcomes

Inquire: Seek information

Strive: Focus on challenging tasks

Reflect: Review thoughts & Experiences



LISTENING & SUPPORTING

Listening leads building relationships

Listening makes others feel you are interested in them

Listening leads to empathy

Listening does not mean agreeing

Listen without judgement

Students

Teachers

Parents

EMPOWERING

E

Empower the collaborators

Climate of confidence

Relaxed atmosphere

Not a one man show

Create an environment to innovate, experiment and practice

Provide opportunities for growth

Encourage others to learn, develop and lead

Support their development

FAIR & CONSISTENT

NO favouritism

NO special favours for relatives

If not your credibility is at stake

Rules & Policies equal for all

NO personal feelings

Exemptions if any applicable to all

No personal relationships

Think before the final decision

DISCREET & DISCERNING

Deal with many issues

Maybe some are sensitive issues

Health issues of students/ Staff

Family issues of students/ Staff

Disciplinary issues with staff

Hiring & firing decisions

Teacher observation & Feedback

Meeting details

DEDICATION

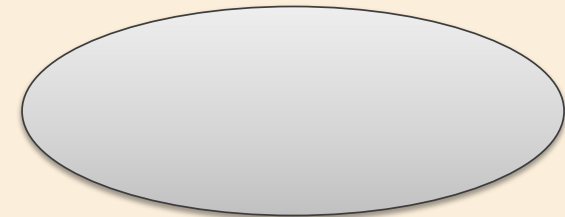
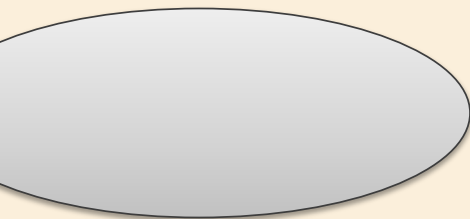
**Dedicated to
the school**

**Welfare and
growth of
students:
only concern**

**Others need to
feel that principal
has the best
interest in the
school**

**First to arrive
& last to
leave**

**Reach out to
students &
teachers**



PUBLIC RELATIONS

You are the public face

Crisis Manager

You are the biggest add of the school

Networking with other schools & Organisations

Communication with students/ Staff/ Parents

Parents' newsletter

Relationship with officials & Important people

Not individual advertisement

Don't make it a forum for self glory

21ST CENTURY SKILLS - 7 C'S

1. COLLABORATION
2. COMMUNICATION
3. CREATIVITY
4. CRITICAL THINKING
5. CHARACTER
6. CITIZENSHIP
7. COMPUTATIONAL SKILLS

