



اونيورسيتي ماليسيا فمغ
UNIVERSITI MALAYSIA PAHANG



SOFT SKILLS

NURTURING ALTRUISTIC LEADERS

1st Series



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SOFT SKILLS

NURTURING FUTURE LEADERS

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PREFACE

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

In the name of Allah the Most Gracious and The Most Merciful

Alhamdulillah, finally, our dream of publishing an e-book, Soft Skills (1st Series), has turned into reality. The publication of this book is more meaningful as it is the first publication by the Centre of Human Sciences, UMP. This book is written especially for UMP students. Soft skills has become one of the university's compulsory subjects in an effort to nurture holistic students who are not only excellence in knowledge and skills but also possess good personalities. Therefore, the topics discussed in this book are Spiritual Intelligence, Emotional Intelligence, Manners and Positive Values as a Leader in terms of Communication and Attitude in daily life and at work place.

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INTRODUCTION

Soft Skills has been recognize as an important credentials for a competent worker. This e-book provide a comprehensive guide to learners in shaping themselves to be a better leaders. The guide provide an essential information on spiritual intelligence, emotional intelligence, manners and communication as a leader.

This guide will help you:

- Unlock your real potential by discovering knowledge about spiritual intelligence
- To be able to aware and manage emotions better
- Transfers your understandings in Spiritual and Emotional Intelligence into practice as a student with good manners (personality development)

All these composition are equipped with an interesting skills builder to help learners tapping and harnessing the soft skills qualities.