Contents

List (of Tables	page viii
Ackn	owledgments	ix
1	Introduction What Are Soft Skills? What Is the Difference between Soft Skills and "Emotional	1 4
	Intelligence"? Are Soft Skills Important?	7 8
	Do Highly Intelligent People Need Soft Skills? Can Soft Skills Be Learned?	14 17
	Organization of This Book	21
2	Essential Soft Skills Most Important Soft Skills Summary of Study Results Regarding Attorney Competencies Attorneys' Proficiency in Soft Skills	23 24 32 35
3	Self-Awareness Biases and Distortions in Evaluating Ourselves Impediments to Self-Development Chapter Capsule	42 43 46 87
4	Self-Development Resilience Willpower/Self-Regulation	88 90 94
	Locus of Control and Self-Efficacy Optimism Emotional Granularity	97 102 105
	Feedback and Advice Curiosity	106 115

	Goal Setting and Achievement Embodied Cognition Mindfulness, Equanimity, and Well-Being Chapter Capsule	121 125 129 135
5	Social Proficiency Understanding Other People Influence and Communication Listening Storytelling/Narrative Reasoning Empathy Apologies Trust Teams Cultural Competence	137 139 143 149 155 159 165 169 174
	Chapter Capsule	185
6	Wisdom Nature of Wisdom Perceptiveness Foresight Creativity Fairness Judgment Self-Renewal Courage Chapter Capsule	187 190 193 197 200 206 209 215 220 223
7	Leadership Concepts Leadership Traits Leadership Styles Planning and Strategy Team Leadership Followers' Roles and Responsibilities Legal Project Management Moral Leadership Crisis Management Leadership Quick Start Chapter Capsule	225 227 230 233 234 238 242 244 249 252 257 261
8	Professionalism Overview	263 264

	Contents	V11
	Responsibility and Accountability Duties to Self Duties to Clients Duties to Other Attorneys and Judges Duties to Legal Profession Duties to Society	266 268 272 275 279 284
9	Chapter Capsule Conclusion	287 289
	pendix	292
Index		303