

Importance of Soft Skills in Modern age

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Abstract: Soft or social skills are also called non-technical skills. They are those Personal values and interpersonal skills that determine a person's ability to work well in a team. They are needed to deal with the external world and to work in a collaborative manner with one's colleagues.

Soft skills are experienced and used by all types of professionals. They are directly related with ones personality traits, social manners, communication skills, personal habits, friendliness, and confidence etc. These skills include effective communication, leadership, and teamwork skills.

This paper will depict how these skills have demonstrating problem solving abilities, initiative, and motivation skills; displaying honesty and strong work ethics.

Key Words: skills, ability, communication, leadership, team work.

Soft skills are experienced and used by all types of professionals. They are directly related with ones personality traits, social manners, communication skills, personal habits, friendliness, and confidence etc. Most of the soft skills are related with an individual's personality rather than formal training. Soft or social skills also known as non-technical skills. These are those Personal values and interpersonal skills that determine a person's ability to work well with others as a team. They are needed to deal with the external world. They are necessary to work in a collaborative manner with one's colleagues. These skills include effective communication, leadership, and teamwork skills. These skills help us in demonstrating problem solving abilities, initiative, and motivation skills; displaying honesty and strong work ethics. These skills play an essential role for academic and professional success. These skills help us excel in the workplace and their importance. These skills are needed to deal to work in a collaborative manner with one's colleagues.

Soft skills play a vital role for academic and professional success. For successful two kinds of competence i.e. Subject-related knowledge (get with hard skills) to get good results while using that knowledge (with soft skills). For good Competence two things are necessary: knowing what to do (hard skills help) and knowing how to do a job (soft skills help) in the best possible manner. Hard skills are directly related with the educational background, experience and expertise etc and technical skill directly related with soft skills is an ability to perform certain functional tasks. Most of the soft skills are related with an individual's personality rather than formal training get with hard skills. Several soft skills can be gained through training and practices. Soft skills help to work in collaborative manner with one's colleagues.

Soft skill is important in the contemporary globalised world. They play vital role the workplace which is becoming a wide-ranging. One should not only know the types of soft skills but should practice them in real life. They help us in all fields of life such as at a workplace. These skills make us able to interact successfully with different types of people. They make our job easier. These skills help us to build good relationships in a practical manner. They help us to take on leadership roles in our life. They help us to have a positive attitude towards our work. They help us to make our life more ease and prospective. These skills help in business projects which often require employees to work as a team.

It is necessary here to first of all understand the difference between the hard skills and Soft skills. Hard Skills are domain-specific while as Soft Skills are Non-domain specific.

Hard Skills are Rule-based while as Soft Skills are Experience-based. Hard Skills are specialized but Soft Skills are Attitudinal/Behavioral. Hard Skills are Procedural/Methodical but Soft Skills are Non-technical. Hard Skills are Replicable but Soft Skills are Trans-situational. Hard Skills are Predictable and Tangible but Soft Skills are People-related and intangible. Subject-related knowledge is gained with hard skills while at to get good results for using that knowledge soft skills are necessary. Hard skills help for knowing what to do and soft skills help knowing how to do a job. Hard skills are directly related with the educational background, experience and expertise etc and technical skill directly related with soft skills is an ability to perform certain functional tasks.

Soft skill is important in the contemporary globalised world. They play vital role the workplace which is becoming a wide-ranging, multicultural, and international and sex sensitive place. One should not only know the types of soft skills but should practice them in real life. They help us in all fields of life such as at a workplace, being able to interact successfully with different types of people. Soft skills do not only make our job easier but also helps us to build good relationships in a practical manner, take on leadership roles etc. These skills help us to have a positive attitude towards our work. These skills help us to make our life more ease and prospective.

All human beings are not gifted with all soft skills naturally but one can acquire them.

Man can acquire the soft skills by working at them consciously to make them a part of their natural behavior. Many of the soft skills can be gained by training such as communication skills, interpersonal relationships and leadership qualities etc. These skills are experimental and can be acquired through human dealings in practical life. Sometimes continue training and practices can help us to get soft skills to a large extend. Soft skills can be slowly acquired by a person in practical life. Determination is necessary for learning soft skills. Development of soft skills is advantages for the overall personality. A person's soft skill is an important part of his contribution to the successful life. Soft skills help at a workplace such as face-to-face customer care etc. Employers give stress on soft skills in their approaching employees. Soft skills are important to achieve optimally at home as well as at workplace.

Soft skills allow us to effectively and efficiently use our technical skills and knowledge. They improve the way we interact with our bosses, co-workers and customers/clients. They permit us to get our work done on time. They influence how we feel about our jobs and how others perceive us. Consequently, the demand for and reliance on soft skills is on the increase due to constant change in the work environment, customer driven market, information-based technology and globalization.

In this modern age the soft skills are used in every step of our life. Soft Skills are differentiated in to different types on the basis of specific task such as: communication skills, cross-cultural skills, etiquette , interpersonal skills , language skills, leadership skills, listening skills, presentation skills , team skills .

The three important soft skills which one should possess are: Teamwork, Leadership, Problem-solving. For developing these soft skills one should follow the below points in one's life. One should try to develop these soft skills by working at it consciously to make it a part of my natural behaviour. Try all ways to get hold on these soft skills different types of training. Soft skills are experimental and can be acquired through human dealings in practical life. So one should make practice upon these soft skills; as practice makes a man perfect. Soft skills can be slowly acquired by a person with a real leaning towards each skill, and through determination. So one should have full hope to get hold upon these soft skills.

To get full hold upon the soft skills is necessary for existence in the current scenario. There are given some important points for getting hold upon soft skills: Work with a mentor- this will help build and improve your skills. A mentor can give constructive feedback for your skill. Practice is necessary for getting full hold upon soft skills. Soft skills can be refined by practice. Adapt and accept good soft skills from other persons. Observe soft skills in others and imitate them for your successful life. It is a good apply to monitor these skills in them and make it a habit to include them into one's life.

Everything has its advantages as well as disadvantages and same is the case of soft skills. The most drawback of soft skill is that they cannot make replacement of hard or technical skills. Hard skills or technical skills have their own importance. As in most of the work places desired qualification or certification is mandatory for all types of work. They have also fault that they cannot be evaluated or calculated without being in practical life. Demonstrated a soft skill and to prove them is very difficult.

In short, it is clear from above that soft or social skills (also called non-technical skills) are those Personal values and interpersonal skills that determine a person's ability to work well with others in a project team. Soft skills are needed to deal with the external world and to work in a collaborative manner with one's colleagues. These skills include effective communication, leadership, and teamwork skills; demonstrating problem solving abilities, initiative, and motivation skills; displaying honesty and strong work ethics. Soft skills play a vital role for academic and professional success; they help us excel in the workplace and their importance

cannot be denied in the emerging information or knowledge society. Soft skills are needed to deal with the external world and to work in a collaborative manner with one's colleagues.

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