

Soft Skills

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Soft Skills

Soft skills are interpersonal skills that can be applied in many different situations and jobs.

Soft skills are what define how well we interact with people, overcome challenges, and grow in both our personal and professional lives.

Soft skills are character traits and interpersonal skills that characterize a person's ability to interact effectively with others.

Soft skills are often termed as non-technical abilities relating to how one can work and interact with others. Soft skills unlike hard skills which are technical abilities and knowledge that are job-specific are more about how one can work and interact with others, relating to personal attributes and behavior.

Some examples of important soft skills include:

Communication: The ability to express yourself clearly, listen actively, and resolve conflicts

Leadership: The ability to motivate and guide others to help them work together and solve problems

Teamwork: The ability to collaborate with others to achieve shared goals

Critical thinking: The ability to analyze and evaluate complex problems to make good decisions

Time management: The ability to plan your day, schedule tasks, and manage projects

Adaptability: The ability to be open-minded and embrace change

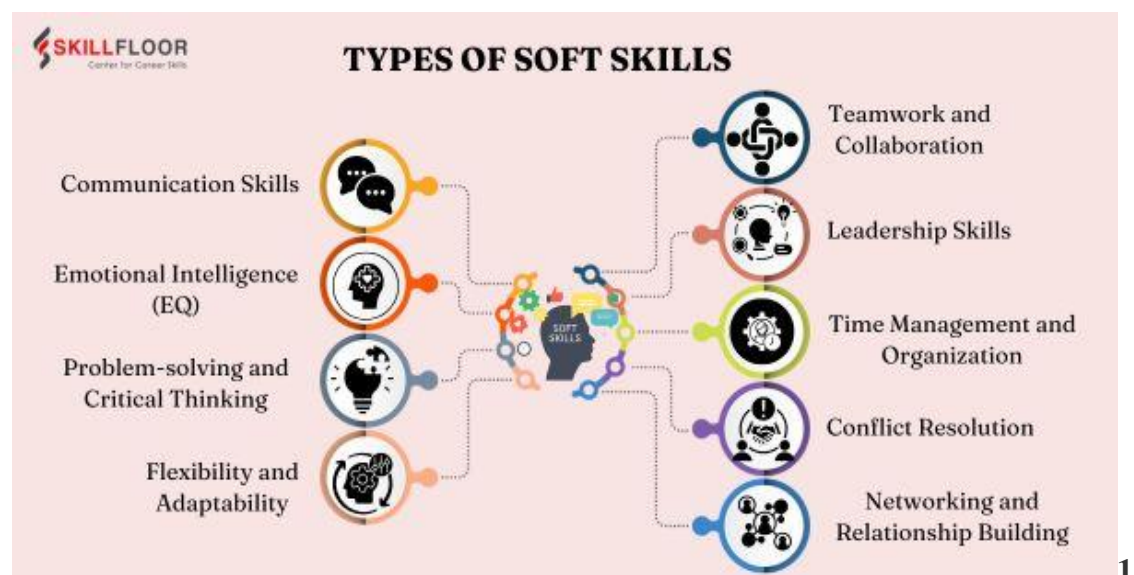
Problem-solving: The ability to analyze situations, identify issues, and find effective solutions

Creativity: The ability to think outside the box to develop new ideas and solutions

Soft skills can help you build relationships, increase efficiency, and be more productive. They can also help you stand out to employers.

Types of Soft Skills

The following are the key soft skills that significantly enhance your professional and personal life. Inculcating these skills leads to better job performance, strong relationships, and greater overall success.



1. Communication Skills

- Effective communication involves both verbal and non-verbal communication.
- Effective communication means expressing ideas more clearly and also listening to others.
- These skills are essential virtually for every job to understand tasks, provide clear instructions, resolve conflicts, and build relationships.

2. Teamwork & Collaboration

- This is a skill to work well with others to achieve a common goal.
- Teamwork and collaboration require understanding team dynamics and being able to function effectively within a group or section.
- A workplace with a good degree of teamwork ensures smoother project completion and fosters a positive work environment.

3. Time Management

- Time management includes various strategies to plan and organize the time to complete tasks efficiently.
- This includes prioritizing tasks, setting goals, and avoiding procrastination.
- Good time management increases productivity reduces stress and ensures deadlines on math and projects are completed successfully.

4. Adaptability

- Adaptability is to adjust to new conditions, changes, and altercations in the workplace, new technologies, or transitioning of priorities.
- Adaptability is a skill to imbibe in fast-paced and ever-changing work dynamics.
- Adaptability allows one to thrive despite changes and challenges in the work environment.

5. Problem-Solving Skills

- These skills involve identifying issues, analyzing them, assessing, and deriving effective solutions.
- These skills require creativity, logical thinking, resilience, and persistence.
- Problem-solving skills help overcome obstacles, improve processes, and contribute to overall organizational success.

6. Critical Thinking

- The skill involves analyzing information objectively and making reasonable judgments.
- Critical thinking skills require curiosity, open-mindedness, logical reasoning, and an ability to evaluate arguments, evidence, and other information.
- Critical thinking leads to better decision-making and problem-solving, helping to identify the most effective solutions for overall success.

7. Interpersonal Skills

- These skills are the behaviors and tactics of a person used in interacting effectively with others.
- These skills include empathy, patience, and the ability to listen to the argument or the perspective.
- Strong skills help in building positive relationships with colleagues, clients, customers, and other stakeholders.
- They foster a cooperative and productive work environment.

8. Empathy

- Empathy is an ability to understand and share the feelings of others, which leads to better teamwork, confidence, resolution, and a supportive work culture.
- It involves recognizing emotions and showing compassion.
- Empathizing with colleagues or fellow human beings strengthens relationships and enhances communication.

9. Leadership

- Leadership involves guiding and inspiring others to achieve common goals.
- Effective leadership is crucial for the overall team's success and organizational growth.
- Good leadership drives performance innovation and provides employee satisfaction which ultimately leads to making better decisions and setting a vision.

10. Conflict Resolution

- Conflict resolution involves addressing disputes and disagreements.
- This skill requires constructively deriving the arguments in the disputes and disagreements with active listening, empathy, and problem-solving skills.
- Resolving conflicts effectively maintains a harmonious workplace, which prevents disruptions, promotes collaboration, and ensures a positive work environment.

How to Develop Soft Skills

There's no one single way to best develop soft skills. However, a combination of the methods below may help you gain social and interpersonal skills that could help you across a variety of jobs or industries.

Practice Active Listening: Focus on truly understanding what others are saying without interrupting. This helps in building empathy and stronger relationships.

Seek Feedback Regularly: Ask colleagues, managers, or mentors for feedback on your communication, teamwork, and other soft skills. Use their insights to make conscious improvements.

Work on Emotional Intelligence: Develop self-awareness and learn to manage your emotions. This will help you navigate complex social situations and be able to connect with others more easily.

Improve Time Management: Prioritize tasks and set realistic goals. Effective time management reduces stress, increases productivity, and helps you stay better organized.

Engage in Team Projects: Collaborate with others on group tasks to improve your teamwork and interpersonal skills. This also enhances your ability to work with diverse personalities.

Enhance Communication Skills: Practice clear and concise communication in both written and verbal forms. This will help avoid miscommunication and help you become a better leader.

Develop Problem-Solving Abilities: Break down problems into smaller parts and explore multiple solutions. This will help you tackle different issues in the future, regardless of your job or industry.

Cultivate Empathy: Put yourself in others' shoes to understand their perspectives. Empathy strengthens collaboration and helps in building trust.

Practice Public Speaking: Engage in activities like presentations or Toastmasters to build confidence in speaking.

Learn Stress Management Techniques: Practice mindfulness, exercise, or other relaxation techniques to handle stress better. Managing stress helps maintain productivity and may help with focus.

Difference Between a Soft Skill and a Hard Skill

Hard skills are the measurable skills acquired through training, education, and practice. They are the abilities needed to perform a specific task or job.

Soft skills are behavioral and interpersonal skills that relate to how effectively people interact with others and handle situations.

SOFT SKILLS VS. HARD SKILLS

WHAT DO YOU BRING TO THE TABLE?

Soft Skills	Hard Skills
Refers to personal qualities and traits that enhance how you work and interact with others.	Refers to specific technical skills and knowledge required for a particular job or industry.
Examples: Communication, teamwork, problem-solving, adaptability.	Examples: Programming, data analysis, financial accounting, legal research.
Often transferable between industries and job roles.	Often job-specific and require training or education.
Can be difficult to quantify and measure.	Can be easily measured and demonstrated through certifications or degrees.

Remember, "soft skills" are personal qualities and traits that enhance how you work and interact with others, while "hard skills" are specific technical skills and knowledge required for a particular job or industry.

ESLBUZZ

Benefits of soft skills

Build relationships: Build and maintain relationships with colleagues and clients

Improve productivity: Work more efficiently and meet deadlines

Reduce conflict: Resolve conflicts and build a healthy workplace culture

Foster innovation: Collaborate and innovate in diverse workplaces

Improve personal development: Develop your personality and achieve your goals

Self-management Skills

Self-management skills are the abilities that help you manage yourself, such as setting goals, managing time, and taking responsibility. These skills can help you be more productive and successful.

Self-management is your ability to regulate your behaviors, thoughts, and emotions in a productive way. This means excelling in both personal and professional responsibilities for the benefit of yourself and your team.

It is a soft skill that increases your employability and gives you more control over your career path. These skills are essential to showcase that you will be a reliable employee.

7 Self-management skills:

Stress management: Identifying and addressing your stress levels.

Leaders often deal with stress, but to be good at self-management you need to embody healthy stress management. Without stress management, you can suffer from overwork and, eventually, burnout.

Goal setting: Identifying your goals and working towards them.

Setting goals means you prioritize the most important projects that have the highest impact on your business.

This means being able to see the bigger picture and knowing what's best for your team members and organization. In the long run, this will generate better results and boost team morale.

Time management: Managing your time to achieve your goals.

Time management is when you control how you use your time. This means prioritizing your most important tasks first and managing your daily to-do list. A leader who has good time management skills can manage their time effectively without the need for external help.

Self Motivation: Knowing what motivates you and what drains you

Self motivation is your ability to get motivated and proactively accomplish daily tasks. It takes a certain level of personal responsibility, but practicing self motivation can help you become more self-aware and prioritize what's important to you.

Accountability: Taking responsibility for your actions and acknowledging your mistakes.

Accountability is about employees taking ownership of their thoughts, actions and behaviour. Mastering this skill ensures you do not blame others for mistakes you commit in your work. It empowers you to trust yourself.

Adaptability

Changing your approach as needed.

Being adaptable means you have the confidence and ability to pivot when changes arise. This is especially important for leaders who work in a fast-paced environment where project changes occur often.

Organizational skills: Prioritizing, planning, and executing tasks.

Organisational skills help create a structure, boost productivity and help prioritise tasks requiring immediate completion against those you can postpone. Maintaining organisational skills at the workplace ensures you do not develop poor work habits like clutter, inefficiency and miscommunication.

Decision making

To be effective, it's essential for leaders to develop decision-making skills that reduce confusion and increase team empowerment. Problem solving and addressing issues can help you grow your decision-making skills.

Personal development

Personal development is key for all team members, but especially for leaders. In order to build your team's knowledge, you first need to build your own. This means taking the time to attend workshops, take courses, and connect with industry experts to develop your management skills.

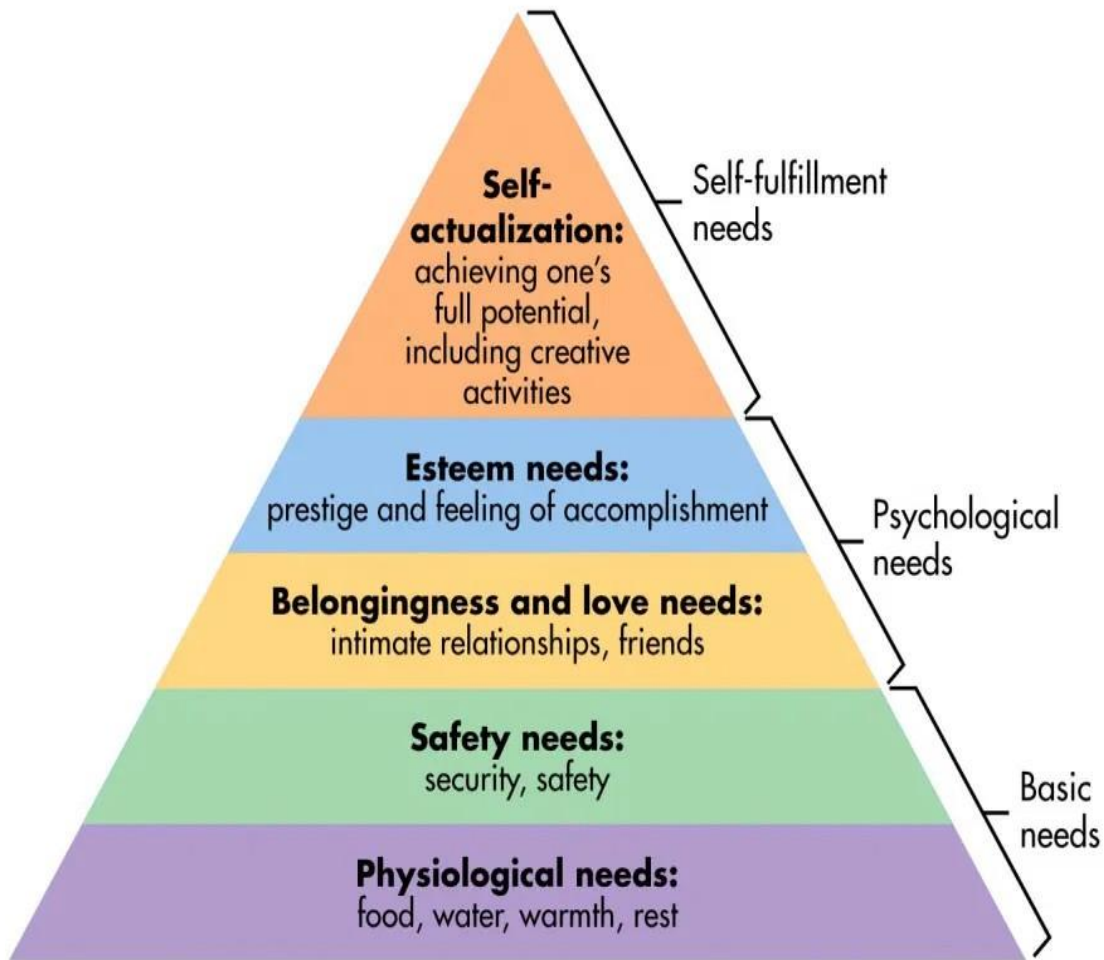
Self-actualization

The term was first coined by Kurt Goldstein

Developing strong self-management skills, such as adaptability, decision-making, accountability, and organization, is crucial for achieving self-actualization, which is the realization of one's full potential and living a meaningful life.

The concept of self-actualization was brought into the mainstream by Abraham Maslow when he introduced his "hierarchy of needs."

Self-actualization can generally be thought of as the full realization of one's creative, intellectual, and social potential through internal drive.



Examples like:

An artist who has never made a profit on his art, but he still paints because it is fulfilling and makes him happy.

A father who gets a sense of purpose from raising his children to be a positive force in the world.

An employee at a nonprofit who uses her ever-increasing skills to improve the lives of others.