**5 soft skills:**

1. **Communication skills:**

These skills are refer to the specific types of communication used in the workplace, and include oral, written, non-verbal, and listening skills. Communication can be viewed as an active process, influenced by all the complexities and ambiguities of human behavior. Most issues tend to get complex only in situations where communication is absent. For the smooth functioning of departments and work productivity, it’s important for there to be proper communication between seniors and the greenhorns; within team members themselves and between the management and the managed.

1. **Strong Work Ethics:**

Work Ethic is a collection of values and behaviors that most employers feel are moral and appropriate for the work place. Some of these values and behaviors are attendance, honesty, productivity, initiative, respect etc. A strong work ethic will clearly set you apart from the crowd. Work ethic could be defined as the belief that one should work diligently, beyond minimum expectations, striving for excellence in every aspect of the labor. This belief, along with resulting similar actions by a worker, makes for an employee that any supervisor would be pleased to have.

1. **Adaptability:**

Charles Darwin said, “It is not the strongest or the most intelligent who will survive but those who can best manage change.” In today's technology driven and rapidly evolving business environment, the ability to pick up on new technologies and adjust to changing business surroundings is important. 91% of HR directors think that by 2018, people will be recruited on their ability to deal with change and uncertainty says The Flux Report by Right Management. This skill also involves keeping calm in the face of difficulties, planning ahead, but having alternative options in case things go wrong, taking on new challenges at short notice, thinking quickly to respond to sudden changes in circumstances etc.

1. **Problem Solving Skills:**

Problem solving and critical thinking refers to the ability to use knowledge, facts, and data to effectively solve problems. This doesn’t mean you need to have an immediate answer, it means you have to be able to think on your feet, assess problems and find solutions. The ability to develop a well thought out solution within a reasonable time frame, however, is a skill that employers value greatly. Employers want employees who can work through problems on their own or as an effective member of a team. Ideal employees can think critically and creatively, share thoughts and opinions, use good judgment, and make decisions.

1. **Acting as a Team Player:**

Teams need strong team players to perform well. To be an effective team player an employee has to demonstrate reliability, communicate constructively, listens actively, function as an active participant, share openly and willingly, cooperates and pitch in to help, exhibit flexibility, show commitment to the team, work as a problem solver, treat others in a respectful and supportive manner.