

SKILL INTROSPECTION



What is knowledge?

- According to Webster's Dictionary, knowledge is "the fact or condition of knowing something with familiarity gained through experience or association". It is the information, facts, principles, skills and understanding, etc. that is acquired through education and experience.
- In practice, though, there are many possible, equally plausible definitions of knowledge, a frequently used definition of knowledge is "the ideas or understandings which an entity possesses that are used to take effective action to achieve the entity's goal(s).



What is skill?

- An ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout complex activities or job functions involving ideas (cognitive skills), things (technical skills), and/or people (interpersonal skills).
- A skill set is a particular category of skills or abilities necessary to perform a job.



Knowledge vs. Skill

- Knowledge is **information acquired** through sensory input:
 - a. Reading
 - b. watching
 - c. listening
 - d. touching
- The concept of knowledge refers to **familiarity** with factual information and **theoretical concepts**.
- Knowledge can be **transferred** from one person to another or it can be self-acquired through **observation and study**.



Knowledge vs. Skill

- Skills, however, refer to the **ability to apply knowledge** to specific situations.
- Skills are developed through **practice**, through a combination of sensory input and output.
- As an example, social skills are developed through interaction with people by observing, listening, and speaking with them.
- **Trial and error** is probably the best way to achieve skills mastery.
- To make it simple,
 - Knowledge is theoretical
 - Skills are practical.

Knowledge is “what to do?”
Skill is “how to do?”



Can you explain the picture???



Knowledge vs. Skill

- **If recipe is the knowledge, then cooking is the skill.**
- To prepare any dish the ingredients and the procedure is essential, but, knowing what to do will won't bring the results but, the doing i.e., the cooking will bring the results.



Knowledge vs. Skill

- Similarly, if Rules and Procedures would be the Knowledge, Driving would be the Skill.



What is introspection?

- It is our ability to **look at ourselves** from a detached view point so that we are able to see the flaws in our **thinking, acting** and **learning**.
- Our gut instinct is always active and **acts as a compass** against which we compare our actions.
- However, we sometimes fail to take that meek **‘inner voice’** into consideration. Therefore we need to look within from time to time to rectify the flaws in our inner system.
- Introspection helps an individual to identify his own skill set.



Different types of skills

What's skill?

- A **skill** is the **ability to carry out a task** with pre-determined results often within a given amount of time, energy, or both.
- **Types of skills:**
 - Labour skills
 - Life skills
 - Soft skills
 - Hard skills



Three Types of Skills Classification

Skill Type	Description
Transferable/Functional	<ul style="list-style-type: none">• Actions taken to perform a task, transferable to different work functions and industries• Based on ability and aptitude• Expressed in verbs• Examples:<ul style="list-style-type: none">◦ Organize◦ Promote◦ Analyze◦ Write
Personal Traits/Attitudes	<ul style="list-style-type: none">• Traits or personality characteristics that contribute to performing work• Developed in childhood and through life experience• Expressed in adjectives• Examples:<ul style="list-style-type: none">◦ Patient◦ Diplomatic◦ Results-oriented◦ Independent
Knowledge-based	<ul style="list-style-type: none">• Knowledge of specific subjects, procedures, and information necessary to perform particular tasks• Acquired through education, training, and on-the-job experience• Expressed in nouns• Examples:<ul style="list-style-type: none">◦ Personnel Administration◦ Contract Management◦ Accounting



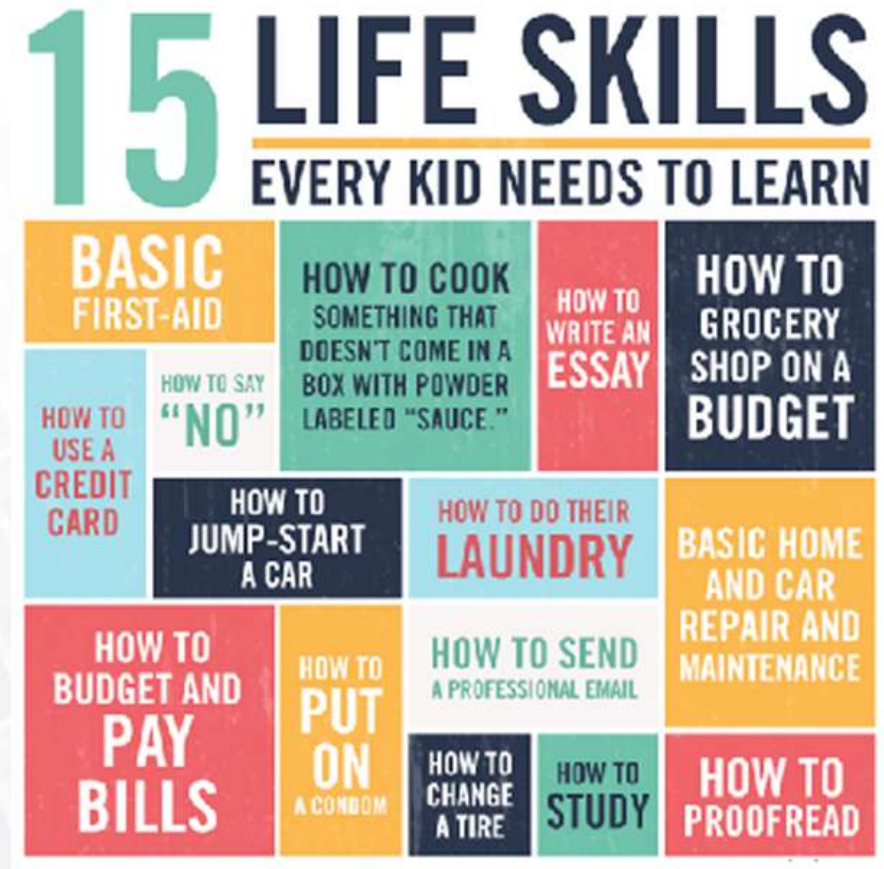
Labour Skills

- These skills are directed towards the practical working itself.
Example: Role of Electrician, Mechanic etc.



Life skills

- They are a set of human skills, acquired via learning or direct experience which are used to handle problems and questions commonly encountered in daily human life.
- The subject varies greatly depending on societal norms and community expectations.



Soft Skills

- Soft skills are a combination of interpersonal people skills, social skills, communication skills, character traits, attitudes, career attributes and emotional intelligence quotient (EQ) among others.



Various soft skills

- **Empathy** -the ability to understand and share the feelings of another.
- **Creativity** -the use of imagination or original ideas to create something; inventiveness.
- **Communication**-the imparting or exchanging of information by speaking, writing, or using some other medium.
- **Time Management**- the ability to use one's time effectively or productively, especially at work.
- **Motivation** -Internal and external factors that stimulate desire and energy in people to be continually interested and committed to a job, role or subject, or to make an effort to attain a goal.
- **Negotiation**- discussion aimed at reaching an agreement.



Various soft skills

- **Personality Development-** Personality development is the development of the organized pattern of behaviors and attitudes that makes a person distinctive. Personality development occurs by the ongoing interaction of temperament , character, and environment.
- **Coaching and Mentoring-** The focus is on concrete issues, such as managing more effectively, speaking more articulately, and learning how to think strategically. This requires a content expert (coach) who is capable of teaching the coachee how to develop these skills.
- Mentoring, to be successful, requires time in which both partners can learn about one another and build a climate of trust that creates an environment in which the mentoree can feel secure in sharing the real issues that impact his or her success. Successful mentoring relationships last nine months to a year.



Hard Skills

- **Hard skills** are any skills relating to a specific task or situation. These skills are easily quantifiable unlike soft skills which are related to one's personality. Usually these include technical experience and qualifications.

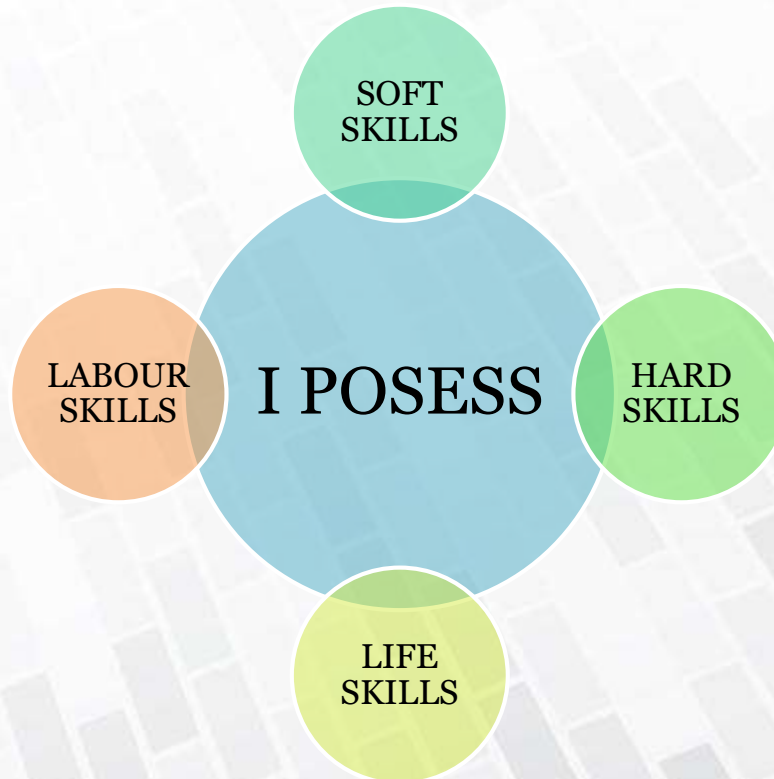


Hard Skills Vs Soft Skills:



Activity... When I Introspect myself?

- Students should identify their skills by analysing themselves and fill the bubble with their skills under each category through self-analysis.





“Any other people skills, besides 400 Facebook friends?”



Thank You...

