



## **What are Soft Skills?**

Soft Skills are the personal attributes that enable someone to interact effectively and harmoniously with other people. Soft skills are character traits and interpersonal skills that characterize a person's relationships with other people.

Some examples of soft skills include

- Analytical thinking
- Communication
- Team Work
- Adaptability

- Problem Solving
- Critical Observation
- Conflict Resolution
- Leadership

Soft Skills are a complement of hard skills. Unlike hard skills, which could be measured & proven, soft skills are those which are intangible and difficult to quantify.

They are also referred to as professional skills or transferable skills. As a matter of fact, they are more focused and concerned about personality rather than specific vocations.

Let us get to know some of **the top trending soft skills**:

### **Communication**

Being able to communicate effectively with one another is among the topmost important skills to acquire. The transfer of information to produce greater understanding is known as communication.

Having good communication skills helps in almost all major aspects of life.

## **Punctuality**

Is anyone happy waiting? Not the bosses waiting for employees for a client meeting, not for interviewers of a job interview, and certainly not teachers waiting for assignment submission. Being Punctual about your work always helps.

## **Organization**

Effective implementation and planning for projects and general work tasks for yourself and others are among the basic soft skills to have. Having stacked skills in an organization department will always come in handy and keep you on track with your work

## **Teamwork Skills**

The bigger the company you work for, the bigger the chance that you're a member of more than one team, which means being in a team and being able to work with them in the most effective manner will be a necessity.

In today's competitive environment, people who demonstrate they have a good combination of both hard and soft skills often see a greater demand for their work. Wanna know an interesting fact, You likely already have soft skills from your school and work experience. You just need to sharpen them and bring them out! That's where Nanua Global Steps in.

We help you identify your soft skills and work with you to bring them out in the best way possible to boost your efficiency.

### **How do soft skills help?**

- Include your soft skills in your Curriculum Vitae (CV) and SOPs.
- Use your soft skills during your Interviews.
- For becoming a better person, both personally and professionally.

For more details, kindly feel free to reach out to us.