

AIM: Write the Soft Skills Which you have and the benefit do you get from that soft skill in your daily life.

- **Time management:**

This soft skill enables me to do my activities on time and let my work flow go as formulated.

- **Adaptability:**

This soft skill allows me to go with the current environment and work culture flow.

- **Problem-solving:**

This soft skill allows me to have different perspectives on different problems and the way they can be solved or resolved.

- **Creativity:**

This soft skill allows me to build the system and the process for the creation of things.

- **Leadership:**

This soft skill allows me to be punctual and disciplined. It allows me to be systematic and be on time and do things as per my planning.

- **Attention to detail:**

This soft skill allows me to dig deeper into the problem and the many possible ways to solve it.

- **Teamwork:**

Many Projects are being done in this we are doing work in a team. So many works are done by each other's support. So we have understand the teamwork, value of doing everything together and learning new things.

- **Communication Skills:**

We are learning many new things while communicating with new people. So this involves exchange of ideas. It is not necessary to speak in English to improve your communication skills the only thing is to what

you say should we understand by the person whom we are communicating but in IT Industry the core language spoken is English so it's better the language spoken should be English as English is a globally spoken language.

24 NARENDER KESWANI