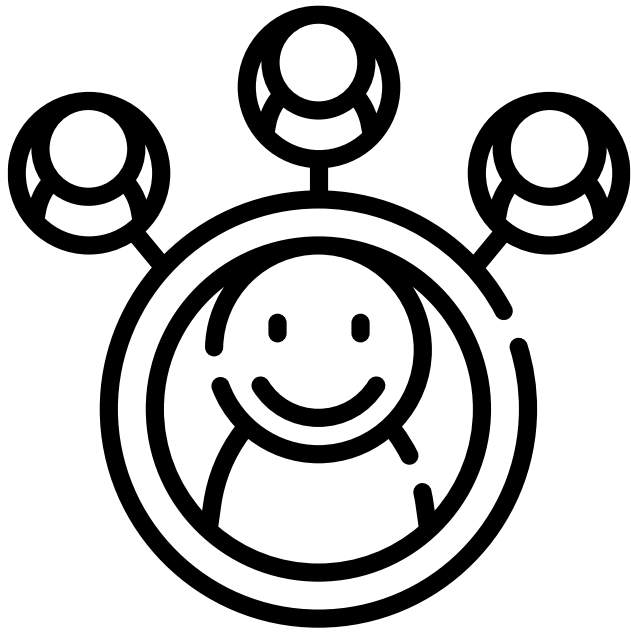




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# Seminar On Soft Skills

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# What are Soft skills?

- ▶ Soft skills is a synonym for "people skills." The term describes those personal attributes that indicate a high level of emotional intelligence.
- ▶ Unlike hard skills, which describe a person's technical skill set and ability to perform specific tasks, soft skills are broadly applicable across job titles and industries.
- ▶ It's often said that hard skills will get you an interview but you need soft skills to get -- and keep -- the job.

# Importance of Soft Skill

- ▶ To handle interpersonal relations
- ▶ To take appropriate decisions
- ▶ To communicate effectively
- ▶ To have good impression and impact to gain professional development



# What are the Most Important Soft Skills?

- ▶ Communication skills
- ▶ Body language
- ▶ Making Decisions
- ▶ Self Motivation
- ▶ Leadership Skills
- ▶ Team-Working Skills
- ▶ Creativity and Problem Solving Skills
- ▶ Time Management and ability to work under Pressure

# Communication skills

- ▶ Communication skills are always top of the 'essential skills' list in any job advertisement.
- ▶ People with strong communication skills can build relationships (from the initial building rapport through to a longer-term relationship), listen well, and vary their communication to suit the circumstances.



# Body language



- ▶ Face is the index of the mind and it clearly displays the persons interest
- ▶ Body language presents to the audience what we feel & think about the particular matter
- ▶ Ex: Nodding one's head
- ▶ Body language (e.g, arms crossed, standing, sitting, relaxed)
- ▶ Emotion of the sender & receiver (e.g, speaking clearly, enthusiastic)

# Making Decisions

- ▶ Valued by employers for many reasons, being able to make decisions is key to getting on in life.
- ▶ Sometimes the actual decision doesn't even matter; what matters is that you have made one and moved on.





# Self Motivation

- ▶ People who are self-motivated get on by themselves.
- ▶ They don't need close supervision and they are good to work with because they are generally positive about life and can be counted upon to keep going.
- ▶ It also helps to work on your personal resilience and adaptability to change.



# Leadership

- ▶ Leadership is a soft skill you can show even if you're not directly managing others.
- ▶ Leadership can be thought of as a collection of various other soft skills, such as a general positive attitude and outlook, the ability to communicate effectively, and an aptitude for both self-motivating and motivating others.



# Team-Work



- ▶ Like leadership, good teamwork involves a combination of other soft skills.
- ▶ Working in a team towards a common goal requires the intuition and interpersonal acumen to know when to be a leader, and when to be a listener.
- ▶ Good team players are perceptive, as well as receptive to the needs and responsibilities of others.

# Creativity and Problem-solving

- ▶ Creativity and problem-solving skills are highly valued because they are hard to develop.
- ▶ There are many people who believe that creative thinkers are born, not made, and there are certainly some people who find these skills much easier.
- ▶ But, like other skills, you can develop them if you work to do so and our pages on these topics will give you some ideas about how to do this.

# Time Management and Ability to work under pressure

- ▶ Many would say that these two skills, which often go hand-in-hand, are more an attitude than a skill.
- ▶ However they can also be developed and honed, which is why we include them as skills.
- ▶ Highly valued by employers, they are also very useful for organizing a family or a team, and for making sure that the job gets done.

# Conclusion

- ▶ More and more businesses are considering soft skills as important job as an criteria.
- ▶ An increase in service industry emphasizes the need for soft skills.
- ▶ Soft skills are used in personal and personal life.

# References

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Thanks