**Assignment – introduction to soft skill**

**Que. 1: What is soft skill?**

**Ans.:**

Soft skills are personal attributes and abilities that help people interact with others and succeed in the workplace. They are also known as essential skills, interpersonal skills, and non-cognitive skills. In the workplace, soft skills are considered to be a complement to hard skills, which refer to a person's knowledge and occupational skills. Psychologists may use the term "soft skills" to describe someone's emotional intelligence quotient (EQ) as opposed to intelligence quotient (IQ). In a competitive labour market, individuals who demonstrate that they have a good combination of hard and soft skills often enjoy a greater demand for their services.

**Que. 2: what is difference between hard skill (technical skill) and soft skill?**

**Ans.:**

The main difference between hard skills and soft skills is that hard skills are technical abilities, while soft skills are personal traits:

* Hard skills

Technical skills or job-related competencies that are required to complete work. Examples include proficiency in programming languages, data analysis, accounting, and graphic design. Hard skills are often specific to a particular career.

* Soft skills

Personal qualities and traits that impact how you work. Examples include communication, teamwork, adaptability, problem-solving, leadership, emotional intelligence, and time management. Soft skills are transferable to any type of job.

Both hard skills and soft skills are important in the workplace. A mix of both can increase your chances of success in your career. Soft skills are especially important in today's work environment because they complement technical skills and are less likely to be automated.

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| **Aspect** | **Hard skills** | **Soft Skill** |
| **Definition** | Specific, teachable abilities that can be learned through education, training, or experience. | Personal habits and traits that shape how you work, on your own and with others. |
| **Examples** | Programming languages, software proficiency, accounting, foreign languages, medical procedures, etc. | Communication, teamwork, leadership, problem-solving, time management, critical thinking, etc. |
| **How they are learned** | Taught in schools, universities, and vocational training programs; learned through on-the-job training and mentorship. | Developed through life experiences, personal relationships, and self-reflection. |
| **How they are used** | To perform specific tasks and achieve specific goals. | To interact with others and create a positive and productive work environment. |
| **Why they are important** | Hard skills are essential for performing many jobs and advancing in your career. | Soft skills are essential for working effectively with others and achieving your professional goals. |

**Que. 3: Importance of soft skill now a days.**

**Ans.:**

You require more than hard skills to be successful in your career. While hard skills are related to specific technical knowledge, soft skills are personality traits that can build a relationship and solve workplace problems. Also, soft skills help you use your hard skills to the full extent. While hard skills are measurable, soft skills showcase the ability to work with others and grow within a company. Because of this reason, nearly all job role requires candidates to possess excellent soft skills.

Employers often seek candidates with proven soft skills, so it is always a good idea to highlight them in your job applications. Soft skills are habits and traits that define how you work with others and on your own. These skills help you succeed in the workplace and in your job role. Here are some reasons you should use your soft skills when finding a suitable job and growing your career:

* Complement your hard skills
* Measure your teamwork capabilities
* Showcase your desire to work long term
* Improve your workplace productivity
* Increase your self-confidence
* Build professional relationships
* Help you stay organised
* Increase your ability to take initiative
* Build your company's reputation
* Make you adaptable
* Develop your leadership skills
* Help grow your network
* Encourage you to advance in your career
* Distinguish you from others