**INTRODUCTION:-SOFT SKILLS**

**People possess some skills**

to do some kind of jobs where as some people possess some technical skills and job skills to perform certain kind of jobs in industrial sector. Of course these skills are essential but along with them we should possess some other skills called soft skills. These skills are non technical, intangible, related to personality which determines the strengths of the individual to become an efficient leader, listener, negotiator and conflict mediator.

‘Hard skills’ are nothing but education, experience and level of expertise of the person where as the soft skills refers to personality traits, social graces, facility with language, personal habits, friendliness and optimism that mark people to varying degrees

**Soft skills-how to train yourself**

*Soft skills* *can be acquired by constant practice. Here are some ways:*

***Be a part of team activities****: Be a team player. Observe your own behavior in the group and how you relate to others*

***Ask family members or friends to write down your best and worst traits****:Examine and evaluate the common traits all of them have mentioned. Thus, you can be aware of your strengths and weaknesses.*

***How well do you manage your time:?*** *Effective time management is very essential in the corporate world.*

***Practice the habit of getting feedback****:*

*Your skills come into picture when you get feedback from others. And it is important how you respond to the feedback you receive.*

***Practice the habit of giving feedbac****k:*

*While responding to feedback is one side of the coin, giving feedback is the other side. Master yourself in giving feedback. Be professional; be concrete.*

***Live consciously:***

*Ensure that every second of your life passes you. Simply being aware of oneself and living consciously can enhance soft skills*

**IMPORTANCE OF SOFT SKILLS**

Soft skills play a significant role in one’s success in life particularly in one’s profession. They help one to excel in the work place. Soft skills will help you in the highly competitive corporate world stand out in the crowd of regular job seekers with ordinary skills and talent. The job seekers are expected to have what employers call soft skills.

The ever changing technology and the style of management pay so much attention to soft skills. Soft skills play an important part for the success of an organization. Organizations, particularly those dealing with customers face to face, are generally more prosperous if they train their employees to use these skills. Soft skills have become absolutely essential for the success of organizations and the individuals.

Soft skills are very important in business as ‘planning is necessary but execution is also equally important, so for this reason, soft skills are increasingly sought out by the employers in addition to standard qualifications

Soft skills can be developed through proper training. Human resource managers are of the opinion that they are ready to hire workers who demonstrate a high level of; soft skills’ and then train them for the specific jobs available. Technical experts who have good soft skills will always be in demand.

In addition to key competencies like strong analytical skills, reasoning skills and a proven ability to manage complex information that employers are looking for, desirable soft skills which include:

**INTER PERSONAL SKILLS:** These skills include the ability to [LEAD](http://u2mend.blogspot.in/), motivate and delegate. They are very important at every level of organizational responsibility because they provide us the ability to convince others that what you are doing is important.

**Team Working:** Organizational teams are very crucial for the organizational success in this modern era of changing technology. Team building is one of the crucial areas in which the employees need to be trained.

**Negotiation skills:** These skills help us to develop and maintain successful ongoing relationships with others. They help us to build relationships based on openness, trust, understanding and mutual respect.

**Communication skills** The ability to communicate ideas to others effectively is an absolutely essential requirement for technical, engineering and I T professionals, as the nature of industries make them dependent upon shared knowledge. In fact, communication skills could be the deciding factor in determining whether or not you are selected/promoted, so without them your career could be impaired.

**TIME MANAGEMENT**: The busy man only can manage to do many things, which seem to be beyond the reach of ordinary people. The secret there fore lies in scientific management of time.

**STRESS MANAGEMENT**: The ability to cope with stress varies fro individual to individual. But the fact is that work and stress go hand in hand. Every one in every job experiences pressure/stress. Your success in job depends on your ability in handling work pressure.

Let us see the perspectives of soft skills at a glance. We know that skills are needed in this competitive world to keep ourselves ahead to march forward to make a difference both in career and life. Skills are of two types in general, Hard skills and Soft skills.

***HOW TO PRACTICE SOFT SKILLS:***

*You must know to put your soft skills into use and get the most out of them. Here are some tips for you to show your soft skills.*

***TIP-1: Have a positive attitude****:*

*An overall positive outlook LEADS to an overall positive attitude, and that can be a valuable asset in work environments. The key to having a positive attitude is in how you tackle obstacles and challenges that come your way.*

***TIP-2: Be a team player****:*

*Employees love an employee who displays the ability to work well in groups and teams. Be cooperative and display strong leadership ability when it is appropriate. Try to be more collaborative in the work you do and build professional relationships with your coworkers.*

***TIP-3: Communicate effectively****:*

*Good communication skills are essential to someone’s job performance. Communication is what allows you to build bridge with coworkers, persuade others to adopt your ideas and express your needs-*

*SOME TIPS TO COMMUNICATE WELL-: Here are some things you should be aware of when communicating with others::*

*Make good eye contact*

*Don’t fidget*

*Avoid body movements that cut you off from others, like folding your arms*

*Don’t talk for the sake of talking, always have a point*

*Enunciate your words properly*

*Hone your grammar skills with a good reference or style manual.*

***TIP-4: Exude confidence****:*

*Confidence is the key in almost every situation, make sure you have the knowledge and skills to back up your confidence. If you act confidently in some of your job responsibilities, make sure that it is based on genuine and positive reinforcement.*

***TIP-5: Develop creative skills****:*

*Creativity and imaginative thinking are valued in any job, so never underestimate the power of innovative problem solving. When a problem comes along that others are reluctant to take on, take the opportunity to find a creative solution. If it doesn’t work, then at least you will have tried.*

***TIP-6: Accept and learn from criticism****:*

*This is one of the most challenging soft skills. Your ability to handle criticism says a lot about your willingness to improve, and being able to criticize the work of others constructively is just as important but make sure it is done in diplomatically.*

***TIP-7: Motivate yourself and*** *LEAD* ***others:***

*It is important for an employer to know that you are a ‘self starter who takes initiative. Creativity plays a big role in this, but there is more to motivation than just that. Have the courage to pursue those ideas you have in mind, and have the dedication to follow through with them and be successful. Lead others in the same direction to work toward a common goal.*

**Soft Skill Aspects**

Soft skills are behavioral characteristics that make us better individuals in terms of how others perceive us and how we relate to everyone around us. It is a component of emotional intelligence or EI, which refers to one’s ability to understand, control, assess, and manage emotions.

 Soft skills have become indispensable in any organization because it helps determine the ability of each person to perform his functions, and his performance can create a big impact in the organization. If this person is doing well, he will contribute positively to the overall performance. However, if he is not performing well, then he could negatively affect the organization’s performance.

There is misconception that people are born with soft skills. Precisely why these are referred to as “skills”; you learn them over time- they do not come naturally.

**The five Aspects of Soft Skills**

As a measure of one’s ability to perform both at a personal and professional level, soft skills need to be honed and developed. When doing so, you should address the 5 aspects in order to achieve significant progress.

**1. Communication Skills**

An effective communicator creates many opportunities for himself, in terms of career growth. When you are able to understand and converse with your colleagues and your superiors, your job will become a lot easier. Confusion and conflicts can be avoided, and doing your tasks can be more rewarding.

**2. Problem-Solving Skills**

Everyday, we are given several things to do. Decisions have to be made, and actions need to be taken. Problem-solving skills require cognitive processes such as introspection and analysis. Such skills prove to be indispensable in the workplace because we are consistently faced with several issues that need solutions, from something as simple as who gets to use the new computer to one that is more complicated, such as making a choice between two highly qualified individuals for a promotion.

**3. Leadership Skills**

Leadership skill is one component of interpersonal skills. It is something every team leader, supervisor, or manager must have to be effective in their role. If you have a high level of leadership skills, you could change your people significantly, making them more motivated and more committed to do their job.

**4. Work Ethics**

This would refer to the moral and professional ethics of a person. It comprises several components such as attendance, punctuality, productivity, appearance, respect, integrity, and character.

**5. Teamwork**

This is the capacity of a person to promote collaboration, cooperation, and synergy in a team. It is about building relationships based on trust and respect, and encouraging every member to work towards a common goal.

**Using Soft Skills to Your Advantage**

A very important thing you need to remember is that soft skills are essential to your success. Truly, there are many recipes for success but take note that the ingredients are always the same. Soft skills are something you can utilize, no matter what career path you choose, and they are what will help you reach your goals.

If you know which soft skills you possess, use them to their fullest capacity. If you have good leadership skills, rise up to the occasion. If you know better ways to resolve a certain problem, speak up and let everyone know your ideas and suggestions. Do not be afraid to let your managers and peers know what you can do, because if you keep it to yourself, then you are wasting away valuable resources, which could be the key to your professional triumph.

**Learning the Soft Skills**

If, however, you do not have any of the aforementioned skills, then you need to do something about it now. How can you acquire these skills? You can use several methods. First, you can learn them on your own. You can read about them from various online and offline resources. You can find a lot of self-help books and articles such as this one, which will aid you in honing these skills.

Second, you can seek help from life coaches and people who, in their own way, have become experts in the various aspects of soft skills, such as a trainer. Third, you can join workshops and training programs specifically designed to help individuals learn and develop soft skills. For the second and third options, you may need to pay a certain amount for their professional service unless this is going to be sponsored by the company you work. Essentially, though you must remember that regardless of which option you choose, you need to put to practice what you have learned. Unless you practice consistently, these cannot be considered your skills.