



Soft-Skills

**"An Essential Ingredient
For Success"**

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

- ▣ **Soft skill are very important**
 - To handle interpersonal relations
 - To take appropriate decisions
 - To communicate effectively
 - To have good impression and impact to gain professional development

Objectives Of Soft Skills

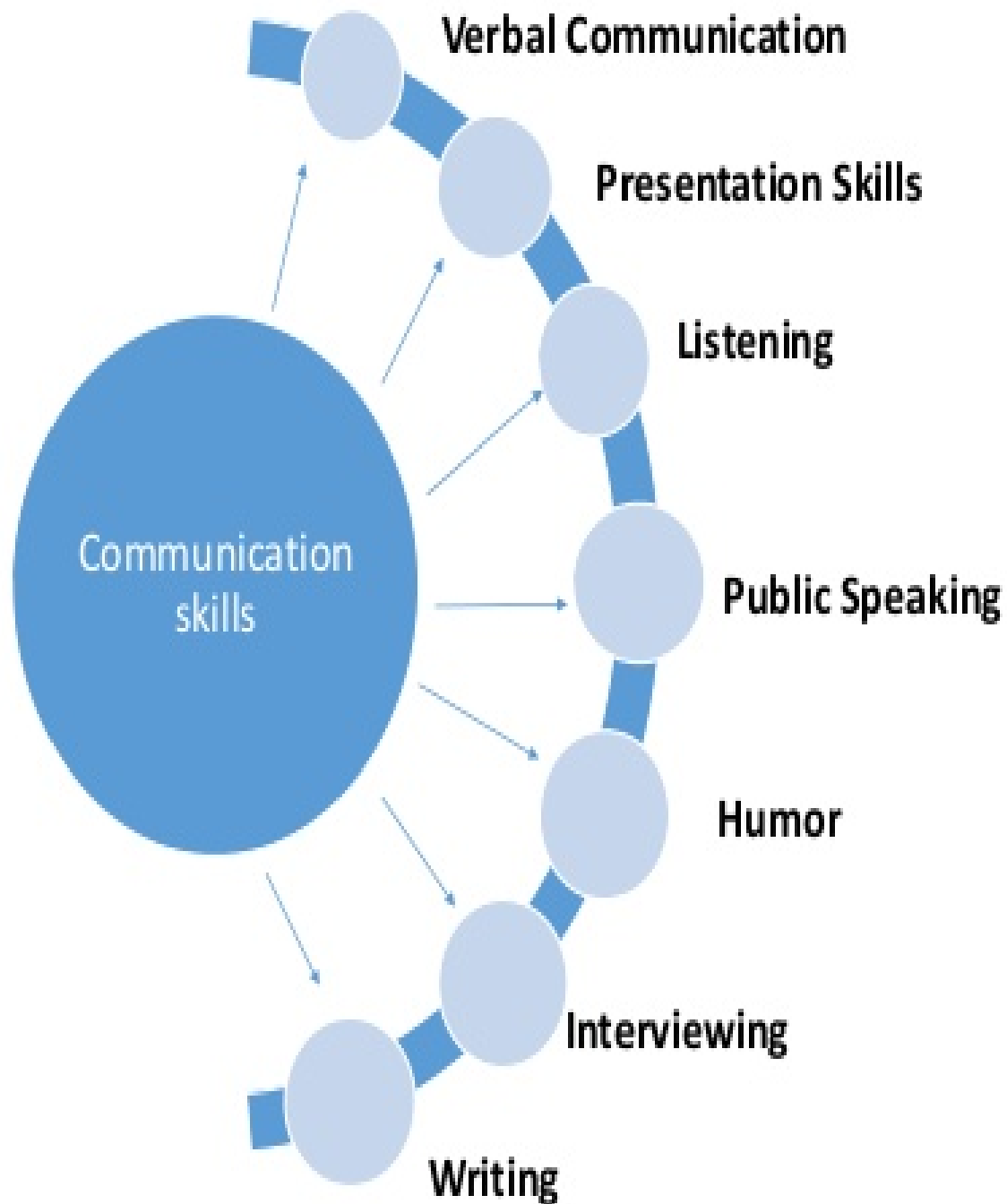
- Inspiring leadership excellence & dynamic communication
- Optimizing managerial effectiveness
- Enhancing team building and time management skills
- Increasing the employability skills of students along with overall corporate grooming
- Enhancing public speaking & presentation skills
- Developing interpersonal & time management skills
- Providing motivational training along with practical orientation that helps in career visioning and planning

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

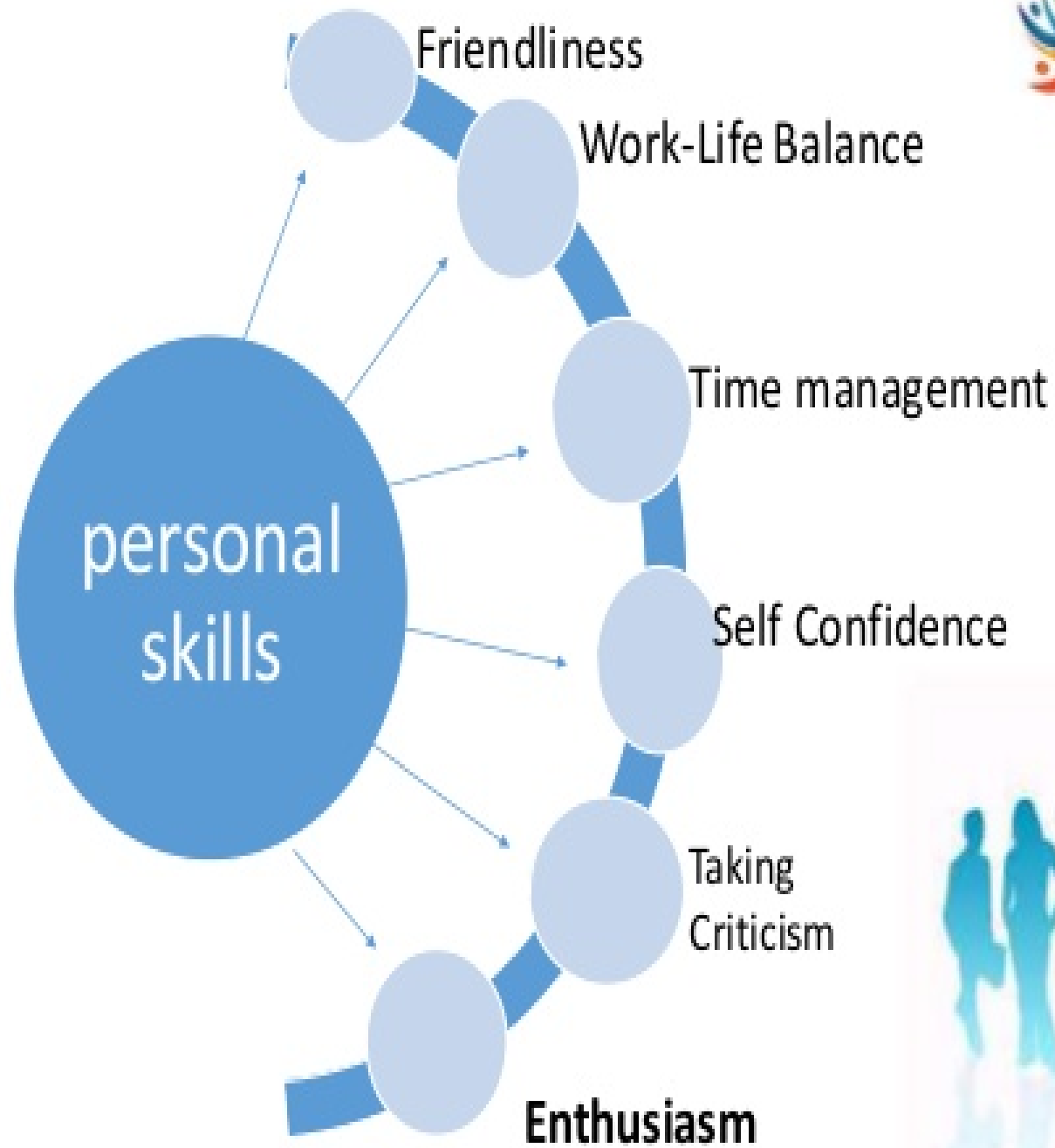
Communication skills

- ▣ 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.

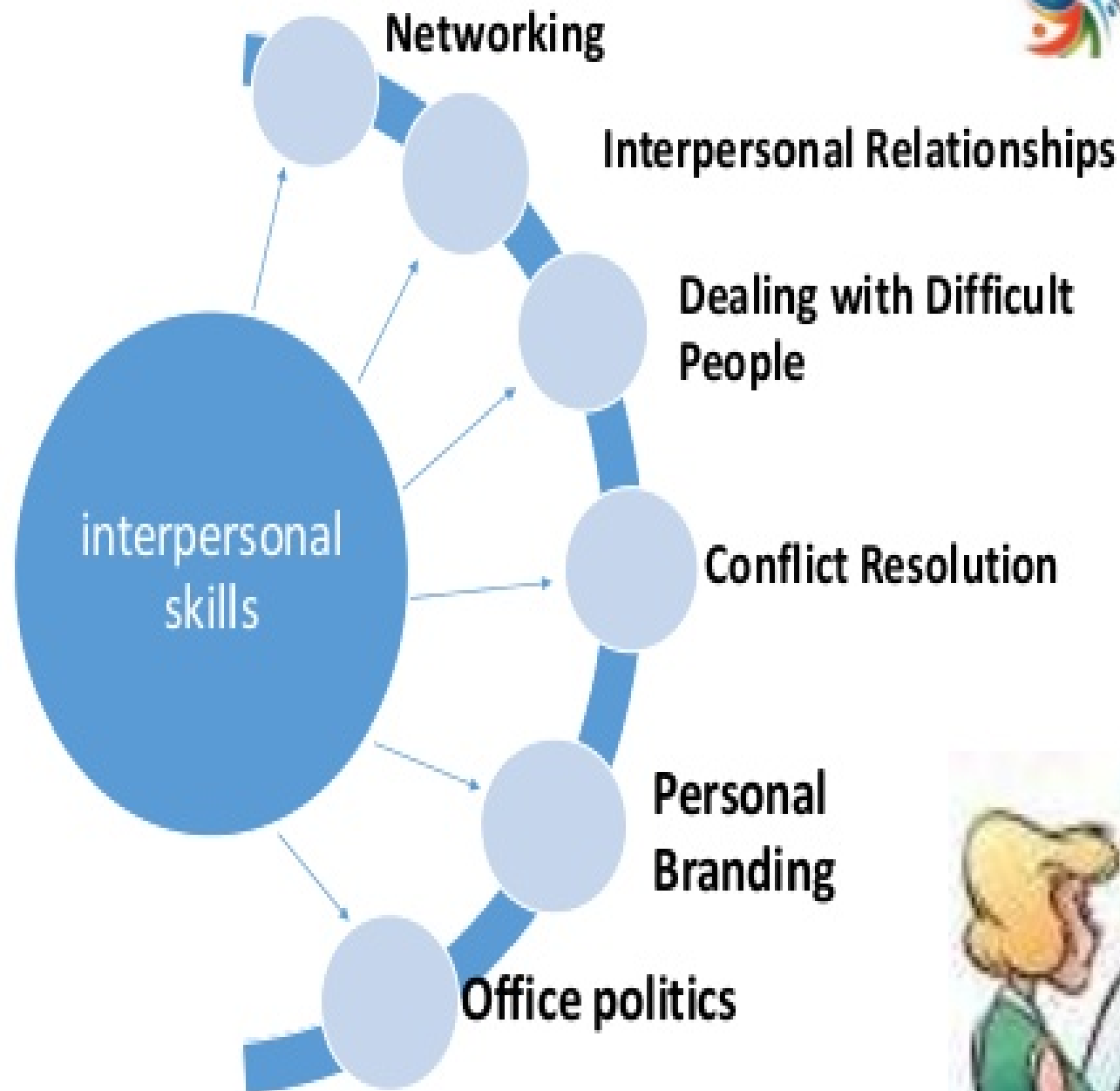
Self Motivation

- ▣ 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.



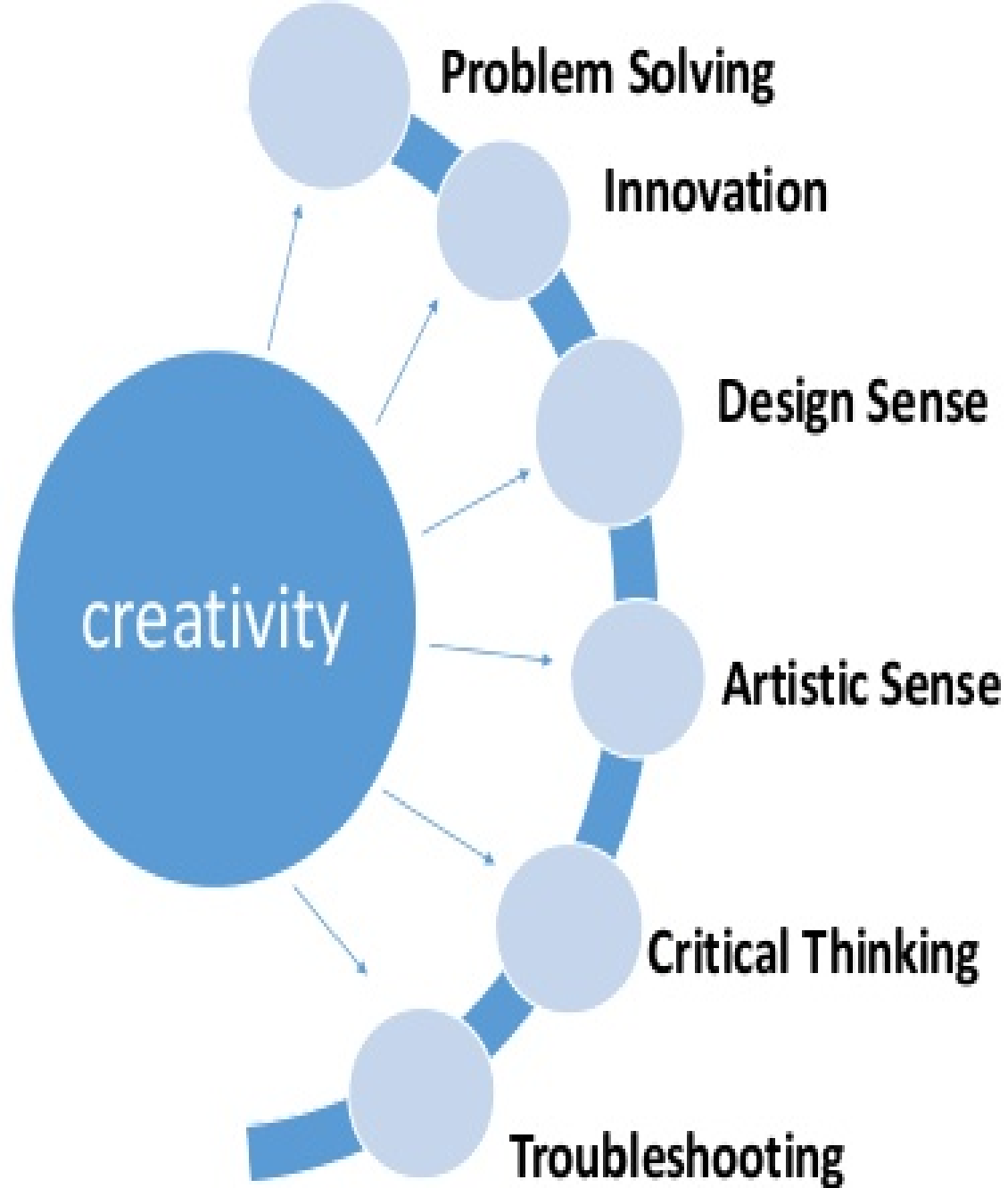


Team-Work

- ▣ 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.

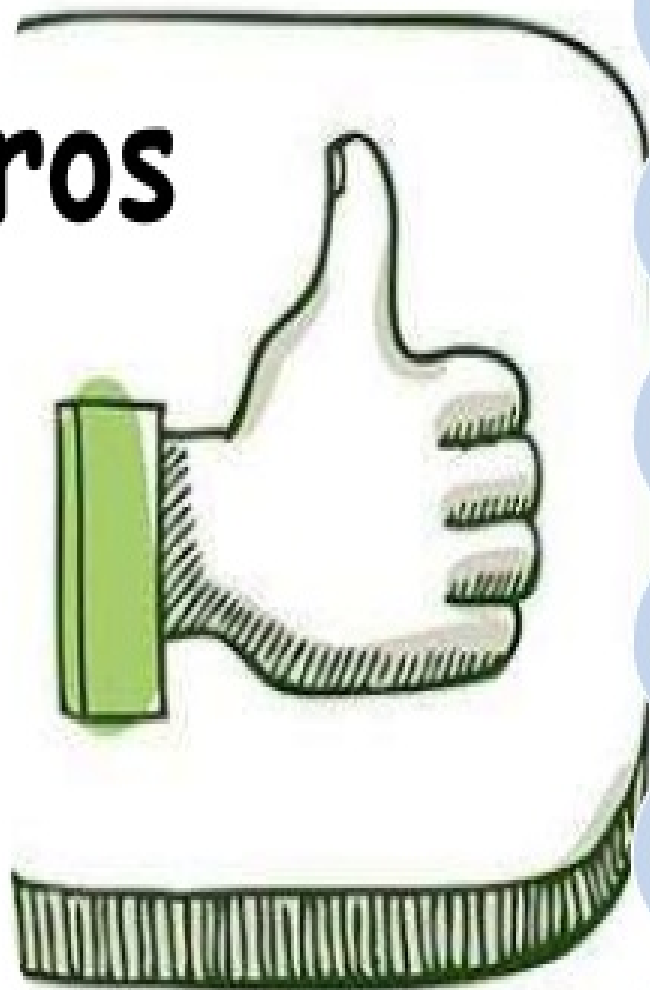


Time Management and Ability to work under pressure

- ▣ 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 organising a family or a team, and for making sure that the job gets done.



Pros



Recognition from the industry, Employer and peers

New employment opportunities

Promotions and advanced opportunities

Increased ability to perform on The job

Strong team and leadership

Incentives, rewards, and challenges for Employees

CONS




Expensive to develop training




Needs regular updates



Learners efforts are also needed



Sometimes speaker lacks in communication skills



The person should have more current affairs and other knowlegde

Conclusion

- One of the most difficult things to teach
- And...the most common reason for not hiring, not promoting, & poor performance evaluation of any
- It is said that “Soft skills either makes your career or breaks your career”



Pick one skill...work on it....and PRACTICE!

Thanks