



Indispensable and Prominent Role of Softskills for Professional Development

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ABSTRACT

Working graduates face a paradoxical situation of getting proficient with technical skills and faces incapability because of the quoted text "soft skills". Under such circumstances he is forced to acquire something dreadfully out of his nominal level and also his expectations. Even if he is hallowed to have a virtuous job, he couldn't withstand to attain his zeal. When the reason is excavated, we can verify that the breakdown is the soft skills. There are many shades for the word soft skills but it is needed to be noted for which soft skill a person dearth. It becomes inhospitable when a person lack soft skill and workers gets concerned with the surroundings, colleagues, hope and self-confidence. It is glowingly known that with the help of soft skills one can excel as a leader and Problem solving, delegating, motivating, team building are all much easier if you have good soft skills. Knowing how to move with people and showing a positive attitude are decisive for success. The problem persists because of the reputation and the drills given to the hard skills rather than soft skills. The current paper examines the importance of soft skills, methodologies and its role in professional skills development.

KEYWORDS : Problem Solving, Soft skills, Team building, self-confidence, Attitude.

Introduction

Job seekers equate to more than just their resumes, which outline unique educational and employment histories. However valuable these may be, there are a wide range of other qualities that recruiters look for in potential candidates. These are often referred to as "soft skills". In today's ever-competitive job market, the measure of an individual's general career success is the ability to use these soft skills to adapt to any assignment. The phrase "Soft skills" is often used to describe the skills which characterise relationships with other people or about how you approach life and work.

Ironically, for many people, the soft skills are often some of the hardest skills to develop. It is important to develop a variety of skills for both communicating to others and learning how to interpret the information received from others. The workplace has evolved an interpersonal vibrant that can't be ignored. The acts of listening, presenting ideas, resolving conflict, and fostering an open and honest work environment all come down to knowing how to build and maintain relationships with people. It's those relationships that allow people to participate fully in team projects, show appreciation for others, and enlist support for their projects. It's hard to judge which soft skills are most important, but this list is broadly what employers mean when they talk about good soft skills and the skills which are most likely to enable you to build constructive working relationships with others, or to be a constructive and cooperative employee.

Communication Skills

Communication skills are ranked first among the necessities and qualities, according to a survey conducted by the National Association of Colleges and Employers. People with strong communication skills can build strong relationships listen well, and vary their communication to suit the circumstances. This doesn't mean one have to be a brilliant orator or writer. It does mean that one should express themselves well, whether it's writing a coherent memo, persuading others with a presentation or just being able to calmly explain to a team member what they need. Being a good listener is one of the best ways to be a good communicator.

Developing your communication skills can help all aspects of your life, from professional life to social gatherings and everything in between. It helps to reduce the barriers erected because of language and cultural differences. Companies that provide communication training to domestic and international employees reap the benefits of effective workplace communication. Companies can avoid cultural confusion and miscommunication by training international employers early in their careers and on a regular basis. Effective communication causes productivity to increase, errors to decrease and operations to run smoother.

Decision Making

Decision making skills can be defined as "The ability to make 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. On an average, out of 100 per cent eligibility/performance criteria of a company for a job or promotion, only up to 25 per cent comprises the technical skills and the experience whereas the remaining 75 per cent comprises of the soft skills like leadership skills, decision-making skills, team work, strategic thinking etc. This is mainly due to the lack of the soft skills trainings which is very important for an employee or a student to compete with the growing competition.

Decision-making processes often found under the weight of vested interests. These vested interests are often not overtly expressed, but may be a crucial blockage. Because they are not overtly expressed, it is hard to identify them clearly, and therefore address them, but it can sometimes be possible to do so by exploring them with someone outside the process, but in a similar position. It can also help to explore the rational/intuitive aspects with all stakeholders, usually with an external facilitator to support the process. It often comes down to selecting a decision making process that works for you, one that includes the elements previously discussed.

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. Staying positive at work even when things get a bit challenging, using our own initiatives to help people out even when we haven't been asked to, owning up if something goes wrong and learning from your mistakes. Again, this shows that we are committed to our work and can take responsibility for our own personal skills. Believing in self and all your personal skills can help you work with people better, take on difficult new tasks and generally achieve all the things needed to do to be a master of soft skills.

Leadership Skills

Our leadership skills describe many of the skills needed for effective leadership and how to develop your leadership style. Strong leadership is another soft skill which you need to possess in the professional world. In case you are a strong leader, the skill gets identified in the natural course of action. You will be assigned leadership positions beyond your ability too, in case you show an inclination of having this skill.

Team-Work

Like leadership skills, there are many training courses to teach you how to work well in a team. However, there is also plenty of thinking to suggest that good communication skills, particularly good listening skills, together with an ability to build rapport will go a long way to support your ability to work well in a team. Team-work is about working in an atmosphere of mutual respect. A team is a place where team members feel free to voice their opinions and

support each other. Teams work best when every member is pulling his or her own weight and pulling in the same direction. They cannot always achieve this on their own. Without direction from the business, without encouragement, a team quickly becomes a collection of parts. The team is only as good as the leadership that encourages it. This is one of the reasons which explains the need for a good and great team leader.

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. Problem solving analytical or logical thinking includes skills such as ordering, comparing, contrasting, evaluating and selecting. It provides a logical framework for problem solving and helps to select the best alternative from those available by narrowing down the range of possibilities. Creative thinking is a divergent process, it is required to look beyond obvious, creating ideas which seem unrealistic or have no logical connection with the problems. Traditional education gives far greater encouragement to the development and use of left-brain thinking. This is reinforced in the way we are required to work, where emphasis is placed on rational, logical analysis of data in drawing conclusion.

Time Management

Time management is the art of simply being on time. This includes delivering things before deadline as well as being on time for work and meetings etc. This is achieved by managing time and being organised enough to stick to the schedule you have set out to follow. Personal time management skills are essential for professional success in any workplace. Those able to successfully implement time management strategies are able to control their workload rather than spend each day in a frenzy of activity reacting to crisis after crisis and stress declines. Highly effective individuals are able to focus on the tasks with the greatest impact to them.

While the benefits of time management training can be noticed at an organizational level, individual employees will also be able to feel a difference within themselves. It is not very difficult as a concept, but it's surprisingly hard to do in practice. It requires the investment of a little time upfront to prioritise and organise oneself. It's important to develop effective strategies for managing time to balance the conflicting demands of time for study, leisure, earning money and job-hunting.

Conclusion

It cannot be expressed adequately how important soft skills are and how they can position a candidate for success in the workplace. As a job seeker, it's critical that you leverage soft skills for landing a new job. As an employer, it's important that you help your employees develop these soft skills in their everyday tasks.

Being able to grasp new skills, concepts and programs is a soft skill that can set any candidate apart. The ability to then translate these new ideas into meaningful work tasks and when handling projects is what can help grow teams and develop more efficient methods. As a career professional, it's often up to the candidate to seek out new opportunities to learn. As an employer, it's critical that they provide learning opportunities to boost the skills of the teams. While these are just a handful of the soft skills that can benefit the workplace, this is a good place to start.

Reference:

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