



**ORIGINAL RESEARCH PAPER**

**Arts**

**THE KEY ROLE OF SOFT SKILLS IN THE LIFE OF PROFESSIONALS**

**KEY WORDS:** Soft skills, fundamental role, personality development, capable

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**ABSTRACT** Soft skills are increase job performance, enlarge personality development, expand performance, make bright career. Soft skills performs with strong aim, with good team work, capable leadership, confidence on communication skills, command on time management, take easily decision. Soft skills are performing fundamental role in professional life. In one and another way soft skill lead main role. The professional market of 21st century's very fast, because today prefers those person who are capable, creative and self direct. Thousand of person are lacking his/her job because of lack of soft skills. Now days companies are looking those candidates, who smart and command on soft skills.

**INTRODUCTION:**

These soft skills can't be learnt by joining in a training program. They can be got through educational, work and life experiences. Soft skill is movable skills, it can be used in different types of jobs and section. Somewhere just technical skills and knowledge on subject are important. But it is fact that comparatively with soft skill than technical skills more important for better career. Today there is a huge mass of qualified job seekers living in the society and at the present time this world become make very competitive area. Now days just educational degree is not an important, but power on soft skills also important. If person want to develop his/her career properly, at that time soft skills performs very vital role for profession. With help of soft skills person convey his/her feelings in the most appropriate and effective way. Soft skills also give lesson that, how person behave and interact with the people around him/her.

Generally, soft skills are not a topic of study. They are life skills which have to be practiced constantly for better performance. However these skills only improved by practice and soft skills has been gained, it stays with person for life. In fact soft skills are meant for being better human being. In the 21st century, soft skills have become inevitable requirement of everywhere. Soft skills progress is a orderly, conscious and constant process.

**Importance of Soft Skills:**

Soft skills are important for fine tuning the person's thoughts to learning, motives, standard and arrangement with different conditions correctly and attentively. Emotional intelligence and soft skills support person from within, which makes them a good personality of academic success, progress of time management, organizational skills. Soft skills have to allow them to understand who they are and how person successfully come across in this competition world. Because in this competitive world, just work is not limited but, If someone's requires to solve the problems innovatively, present ideas for better business, save time, handle conflicts, maintain a quiet and optimistic environment in the workplace. Without soft skill they are very little chances of achieves success even with the best academic qualification. Knowledge skills can help to person begin his/her career but soft skills will help to person continue the development.

Kautz et al.,(2014), "Soft skills are centrally important for human capital development and workforce success." A growing evidence base shows that these skills rival academic or technical skills in their ability to predict employment and earnings, among other outcomes.

Each skill is associated with its profession. Communication skills is the process of shaping idea, thoughts and feeling with another facilitated through person, creative and problem solving skills thinking refers to the ability to use knowledge, facts, and data to successfully solve problems, time management skills gives priority to person to arrange work on time, leadership skills deals with working concepts and ideas, team work skill is part of work place achievement, critical thinking is the skill to think clearly that what to do or what to consider.

**Professional Excellent Skills:**

- **Communication Skill:** Communication helps us better understand a person or position and enables us to resolve differences, build trust and respect and build environments where creative ideas and caring can flourish. In simple way we can say that with help of communication skill one person share his/her thought with another person and other person try to communicate with us. People can communicate through multiple modes such as oral, pictures, written, diagrams, graphs etc.

- **Active listening:** Active listening is performing main role, when person communicating with other means paying close attention to the person who is speaking to you. People who are active listeners are well-regarded by others, they offer the attention and respect to others.

- **Confidence:** Confidence is not something that can be learned like a position of rules, confidence is a condition of mind. Positive thinking, preparation, training, awareness and talking to other people are all useful ways to help progress or increase person's confidence levels.

If person have self confidence, they complete his/her work with success. on any post or position, when person communicate with another at that time confidence is performing lead roll.

- **Volume and clarity;** When persons are speaking, it's essential to be understandable and easy to hear. At that time person have to Adjusting his/her speaking voice so other person can be heard in easy way. Speaking too loudly may by rude or awkward in certain settings. In professional life person have an idea that, how to speak with other person in which way. Because in professional life clarity of voice and volume of

person's speaking is very significant.

**Decision Making:**

Decision making is a centre skill that every professional person will need to use at some period in their career. Decision making is a key skill in the work place, and is particularly important as an effective leader. Because in every professional life all employers takes decision as his/her position. Some time employers prove that if person is good at decision making, person will need to make the best possible choice in the shortest time. Decision making is one kind of task in professional life. Because as employer they try to positive views of points which will benefit for all over group. Organizational culture and leadership style together decide the process of decision making in any situation.

**Good Decision Making Tools:**

- Take any decision, before properly find and view, than choosing the correct option. Before go on decision person have ready with list of ideas and option. Because if he/she rejects one idea so at that time his/her have proper options and solution.
- Analysis of any work is beneficial for proper decision. person wants to be good decision making to know about proper tools, techniques and method.
- Before takes decision to decide best option, at that time person have many option but which is perfect for it, person have to find the correct solution.
- Evaluation of any work before take decision, because this is best technique will improve decision. With help of it person may be see common errors and give opportunity to select right option.

**Time Management:**

Importance of time management to become well-organized in work. Most of people have a lot of things peoples are responsible for and to make fast assessments about many things. Improving time management plans can build people much more capable in his/her work performance. Beside, better time management can also be a huge stress relief for those working in advanced environment. Here time management save lots of time if people is working on time sedual, he/she also attain any other work without feeling completely exhaustion and nervous.

Time management is the ability of person to use the time function to complete the tasks in the correct timing. When peoples are successful at time management, so they able to do everything perfectly in full day. This means person is using every hour of his/her day to do the right things they complete his/her target with successfully. In professional life if person is managing more time management, they get achievement, and less stress. Careful planning of time management will help to person balance every work properly.

**Leadership Skills:**

The success of as team leader largely depends on the ability to guide their subordinates. It is not easy task, to perform role of as leader. It is master art of leadership. Leadership has different significance to different person. In short leadership is the art of leading others towards a target. Leadership means one person arrange proper task and maintain of others in success of a general task. Leadership is about creating a way for people to give to making something unexpected happen. General qualities of successful leader is given:

- Leader should have develop systematic skills, and to understand situation and problems at that time. As leader, such skills are needed in evaluating presentation, handling complicated situation and making decision.
- Conceptual skill is very important for leader. Because it includes all abilities to visualise. It helps a leader to know problems of plan and association.
- A leader have proper education and knowledge of his/her field. He/she should have know that which way is perfect from best work, how to finish work on the time, which way

his/her team work may be make different from others.

- Self confidence is extremely important for leader. Because at the action and decision time should have full of confidence. And kind of power make good personality of person.
- A leader should have flexible and active mind. He/she capable for gives ideas to accordance with needs of the situation. So as leader balance situations of in anytime and anywhere.

**TeamWork:**

Working alone is difficult task for person, sometimes person is feeling stress. In team work other members understand task and person's works divided in team. Team also have responsibility to finish task on the time. So in team work person suffer and successfully conclusion of the task. In team task work divided by different person so result of this task become very excellent.

Benefits of teamwork :

- Many time single person can't think lots of innovative ideas. But in team work solve problems in easy way. Because each team members have responsibility to contribute in equal way and solve all kind of problems. Teamwork can lead on better work and good decision. Good team quality make work very effectively.
- Team able to do multiple task in time limit. When people do work together they can complete task faster, with multiple ideas, with different ideas and knowledge. These work presents creativity and ability of work.
- Team that continues to work together will develop good confidence in each other. And this can be develop good relationship in the teamwork. This kind of work's satisfaction makes high level of work. Specially in team every members have unique ability and knowledge to improve other team members. If all members are sharing this quality with each other's so in future get very interesting results. These beneficial for all members to becomes on high level.
- Patience in the teamwork is very significant. Because patience full work's result always become good.

**CONCLUSION:**

Soft skills like, leadership skills, communication skills, time management skills, team work skills, decision making skills these all skills are very important in professional life. Because in professional world huge demands of soft skills. Specially person will enter in world of employer at that time understand about soft skills. Soft skills are enabling and empowerment. Soft skills play fundament role in professional life. Good soft skills helps people to be good. soft skills plays fundamental role in professional life.

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