

Impact on Soft Skills – A Passage Towards Success

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ABSTRACT

The chief aim of the study is to learn the requirement of soft skills for the success of an individual. Communication, Teamwork, Flexibility, Problem solving, Critical observation, Conflict resolution and Leadership skills are identified as soft skills in this study. Those who have developed their soft skill have better future in the job market.

Keywords: Soft skills and Hard Skills.

INTRODUCTION

Hard skills are skills that are essential for any job – educational qualifications, technical training, and work experience and so on. Without hard skills cannot get a job. Soft skills are differing from hard skills. Soft skills refer to personal characteristics, friendliness and ability to move smoothly with others and in society. Soft skills are also known as Interpersonal Skills or People Skills. These are skills such as integrity, communication, optimism, business etiquette, flexibility and being a team player. Technical skills (hard skills) and job-related skills are a must, but people who rank high with good soft skills, are generally the people that most employers want to hire, retain and promote.

SOFT SKILLS FOR YOUR SUCCESS

COMMUNICATION SKILL

Why you want it: Both written and verbal communications are of utmost importance in the workplace because they set the tone for how people perceive you. They also improve your chances of building relationships with co-workers. Communication skills boost your performance because they help you to extract clear expectations from your manager so that you can deliver excellent work.

Why employers glance for it: Workers are more productive when they know how to communicate with their peers, says Robinson. If you can clearly express the who, what, when, where, why, and how of a project, you'll be a hot ticket.

How to get it: One way to hone your communication and presentation skills is to join Toastmasters, a national organization that offers public speaking workshops.

TEAMWORK SKILL

Why you want it: A company's success is rarely dependent on one person doing something all by him/herself. Success is the result of many people working toward a common goal.

Why employers glance for it: Employers look to team players to help build a friendly office culture, which helps retain employees and, in turn attracts top talent. Furthermore, being able to collaborate well with your co-workers strengthens the quality of your work.

How to get it: To generate goodwill, lend a hand when you see a co-worker in need. Another way to build rapport is to cover for a colleague while she's on vacation.

FLEXIBILITY SKILL

Why you want it: Things don't always go as planned, and instead of digging in your heels, you need to be able to pivot and find alternate solutions. "Successful leaders are the ones who know how to be flexible when problems arise," says Robinson.

Why employers glance for it: "The speed of change in any given workplace is so rapid," says Joel Garfinkle, executive coach and author of *Getting Ahead: Three Steps to Take Your Career to the Next Level*. Consequently, employers need workers who can adapt to industry shifts and keep the company current.

How to get it: Push yourself to be an early adopter of change. For example, adapting to technology without mourning what used to be true yesterday is crucial for people to be seen as someone who is capable of meeting new challenges," says Garfinkle.

PROBLEM SOLVING SKILL

Why you want it: When something goes wrong, you can either complain or take action. It's the latter that will get you noticed. Knowing how to think on your feet can make you indispensable to an employer.

Why employers glance for it: Companies rely on problem solvers their top performers to navigate unexpected challenges.

How to get it: "Always approach your boss with a solution, not a problem," says Robinson. So when an issue crops up, sit down and think through how you're going to address it before bringing it to your boss' attention.

CRITICAL OBSERVATION SKILL

Why you want it: Data doesn't mean much if you don't know how to interpret it. Is there a pattern emerging? What else should you be looking for? Being a critical observer can help make you a better worker all around.

Why employers glance for it: Companies need critical thinkers people who bring a fresh perspective and offer intuitive solutions and ideas to help the company get a leg up on the competition or improve internal processes.

How to get it: To be a critical observer, you need to be able to analyze information and put it to use. One tactic is to try to identify patterns of behavior at work. For example, does your boss actually read the daily sales reports? What was her reaction to bad news in the staff meeting? What's the best time of day to approach your manager with a question? By observing how people respond to the constant flow of information you can better understand the critical aspects of improving business operations.

CONFLICT RESOLUTION SKILL

Why you want it: "Any time you put more than one person into an organization, there is going to be conflict," says Robinson. "It's human nature." Therefore, being able to resolve issues with co-workers will help you maintain relationships with peers and work more effectively.

Why employers glance it: Being able to constructively work through disagreements with people is a sure indicator of maturity as well as leadership potential. Someone like this helps to promote a healthy, collaborative workplace.

How to get it: The best way to resolve disagreements between co-workers is to address issues directly but delicately. So, when stepping in as a mediator, let both parties air their grievances in a judgment-free environment and then work together to find a solution.

LEADERSHIP SKILL

Why you want it: Having confidence and a clear vision can help influence your co-workers and get them on board with your ideas now and in the future. Displaying such leadership skills helps you gain visibility within an organization, which can lead to more opportunities for promotions or salary bumps.

Why employers glance it: Bosses and managers are always looking for employees with leadership potential because those workers will one day be taking over the reins and building on the company's legacy.

How to get it: Being a leader isn't merely about getting people to do what you want. Leadership means inspiring and helping others reach their full potential. One way to do that is to become the internship supervisor, which gives you the opportunity to manage people, learn how to motivate a team, and take on more responsibility.

CONCLUSION

However talented and knowledgeable an individual may be, he/she cannot perform better in the current job scenario unless he/she has developed the soft skills mentioned in the write up. These skills are only samples. Now a day the curriculum of universities and college have soft skills as a course to prepare the students to be industry ready. Besides private institutions of repute too conduct so many crash courses for student to groom their soft skills. Those who have developed their soft skill have better future in the job market. What is required is genuine interest on the part of student community to enhance these skills. Mere participation in the soft skill training programme without the spirit of mastering them will not help them in any way. Hence participant student should take the course in letter and spirit to make them employable in the enterprise.

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