

SOFT SKILLS- THE KEY SKILLS FOR DEVELOPING AN EFFECTIVE PERSONALITY TO CONQUER IN THE PROFESSIONAL WORLD

LILY AGARWAL

Assistant Professor, Jaipur National University, Jaipur, Rajasthan, India

ABSTRACT

Soft Skills also known as life skills or people skills are the behavioral competencies which an individual needs to excel to ensure success in the highly advancing professional world and also equip the person to fit aptly into a social structure. They ensure easy adaptability of a person in the social /professional life. They play a vital role in the professional success of the aspirant and also help to boost the professional life and their importance cannot be denied in this era of globalization and the age of information and knowledge. Inculcating good soft skills enables an individual to compete with the milieu of job seekers with mediocre skills and emerge successful. They also enable an individual to do well in the personal life as well. These are the right combination of psychological, social and interpersonal skills and develop the ability of an individual to develop an adaptive and a positive behavior which enables him to face the challenges of everyday life. Soft Skills include all the skills required to develop an effective personality. These skills are beyond communication skills and include a cluster of abilities and traits related to behavior, attitude and personality, like interpersonal and intrapersonal skills, presentation skills, team building and leadership skills, time management, motivational skills, listening, writing skills and all the other nuances of communication skills including body language etc. critical thinking and problem solving skills, etc. Soft Skills are different from hard skills as the latter are specific to the activity concerned whereas the former are useful in all areas personal as well as professional. They help in building the self esteem and confidence are thus, the key to personal as well as professional advancement. The knowledge of these skills enables an individual to handle people as well as difficult situations with ease. Landing into a dream job requires the right combination of hard skills/technical skills and soft skills.

Soft Skills help you become a successful professional. These skills help in fine tuning your personality. These are the skills that make leaders stand out from the pack. (1)

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