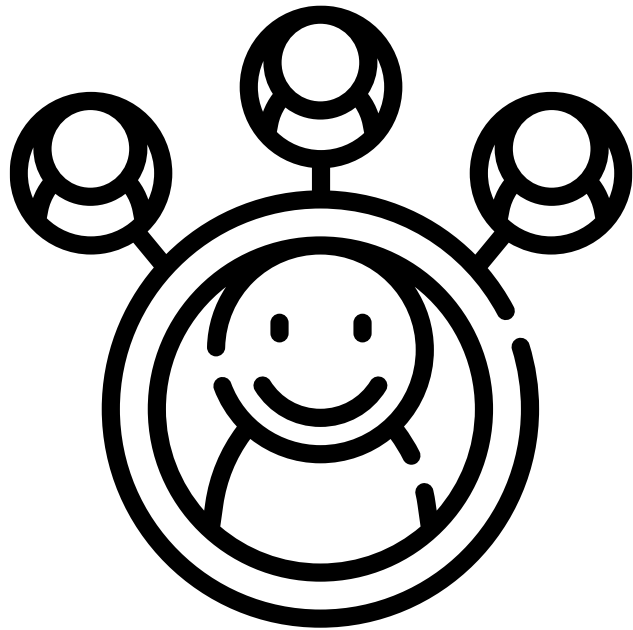




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# Seminar On Soft Skills

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# 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

- ▶ To handle interpersonal relations
- ▶ To take appropriate decisions
- ▶ To communicate effectively
- ▶ To have good impression and impact to gain professional development



# 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 organizing a family or a team, and for making sure that the job gets done.

# Conclusion

- ▶ More and more businesses are considering soft skills as important job as an criteria.
- ▶ An increase in service industry emphasizes the need for soft skills.
- ▶ Soft skills are used in personal and personal life.

# References

- ▶ [www.google.com](http://www.google.com)
- ▶ [www.wikipedia.com](http://www.wikipedia.com)
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Thanks

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is plain white.