

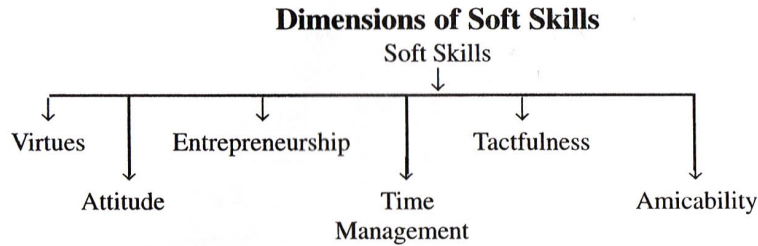


SOFT SKILLS : KEY TO SUCCESS

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The world is today undergoing its fourth major transformation from Industrial to Knowledge society. The developed nations are thriving on knowledge economy, being catalyzed by the Information Technology Revolution since nineties. In order to reap advantages of knowledge economy, a third world country like India requires developing its human capital in all domains. A quality human capital comes from a quality education system, critically dependent on carefully designed and well-planned curricula. The knowledge alone cannot make us successful. The way we interact with people, behave in the society, think out of box, get novel ideas, and the way we manage our precious time make us eligible to reap fruits of knowledge economy.

Soft skills are behavioral competencies. These include proficiencies such as communication skills, conflict resolution, creative problem solving, strategic thinking, team building, etc. Soft skills must be acquired by each and every person in the institutions of higher learning. Imparting soft skills in synergy with hard skills can sustain a fast paced economic development in any society or nation. **Soft Skills** greatly impact the **personality development** of people.



Virtues

A virtue is a positive trait or quality subjectively deemed to be morally excellent and thus is valued as a foundation of principle and **good** moral being. The following traits may characterize virtues:

- ❖ **Effort** : It is the solo performance that only one can control.
- ❖ **Belief** : Believe in yourself. One must do what he thinks he cannot.
- ❖ **Strive** : Make the most out of every opportunity.
- ❖ **Hope** : It is better to light a candle, than to curse the darkness.
- ❖ **Strength** : The process of directing one's scattered forces into one powerful channel.

Attitude

An attitude can be defined as a positive or negative evaluation of people, objects, events, activities, ideas, or just about anything in one's environment. Attitude is everything in life, *i.e.* the way we perceive and look at things in our life.

We should do our SWOT analysis, *i.e.*

- ❖ Concentrate on our **strengths**
- ❖ Recognize our **weaknesses**
- ❖ Evaluate our **opportunities**
- ❖ Research our **threats**

The right attitude means that we should not complain, we should not explain, rather we should show how to do it. The art of learning to be patient can develop resilience in us.

Entrepreneurship

Entrepreneurship is more than simply “starting a business.” It is a process through which individuals identify opportunities, allocate resources, and create value. It requires the understanding of the following facts :

- ❖ Failure is an event. Failures and successes are never permanent.
- ❖ Communication skills are vitally important in life and little ingeniousness can substantially improve our communication abilities.
- ❖ We all should realize “*Cows don’t give milk*”, it has to be extracted drop by drop.
- ❖ Success, happiness and satisfaction are to be extracted at home as well as at work.

Time Management

We should manage our time as we manage our money. All of us have 24 hours, but once we have right priorities, we will always have enough time. Time management can make us efficient in deeds and thoughts.

We must value our time since it is a diminishing resource.

Do we have the time for making hobby as a passion?

Tactfulness

It refers to the skills of aptly dealing with difficult or delicate situations, *i.e.* to have a keen sense of knowing what is appropriate, tasteful, or aesthetically pleasing. We need to know about what should we say and what we must not. We can desist from being aggressive or discriminative when

interacting with people or handling a situation. Innovative ideas can improve our degree of tactfulness.

An idea is a new combination of old elements. There are no new elements. There are only new combinations. An idea can transform lives of all around us. Its importance can be judged by the following parameters :

- ❖ Ideas are what shape our life.
- ❖ Most problems are really the ABSENCE OF IDEAS.
- ❖ We must use our mental keys to open our mental locks.

We must learn to manufacture habit of Creativity and Innovation at home as well at work, enabling us to *think out of box*. A search for an idea should be our ultimate aim, which can be acquired by :

- ❖ Attending a conference,
- ❖ Reading a book,
- ❖ Visiting a library,
- ❖ Conversing over dinner,
- ❖ Participating in official meetings,
- ❖ Watching television,
- ❖ Listening to radio, and
- ❖ Interacting with people.

Amicability

It means to be friendly and cordial to everybody in spite of ranks and any other discrimination. It is a balanced act or behavior, like

- ❖ We all live in families, groups and societies, where we must be acceptable to others and must accept others.
- ❖ We must develop an attitude of frequently servicing relationships through courtesies, compliments and considerations.

- ❖ We must not forget “when we open our mouth, people will come to know how good we are”.
- ❖ Smile is a beautiful trait. When the going gets tough, we should smile at adversity. When we laugh and the world will laugh with us.
- ❖ Magic polite words like ***Thank you*** and ***Sorry*** can work wonders with people and help us to retrieve a difficult situation.
- ❖ We must not lose our balance. Eventually it will hurt us in the long run.
- ❖ We must practice the art of ***Patience and more Patience.***

Soft skills is something, we all have in us. It is just the matter of practicing them. Human beings are applauded for their common sense and communication skills. It is just a matter of cultivating the right soft skills to push ourselves in the right direction for success at work.

Don't Follow Every One, Follow Your Instinct;

Do What You Love To Do, You Will Become A Success.

