



TRINITY COLLEGE FOR WOMEN NAMAKKAL

Department of English

SOFT SKILLS FOR CAREER COMMUNICATION

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SOFT SKILLS

- Soft skills include interpersonal (people) skills, communication skills, listening skills, time management, and empathy, among others. Hiring managers typically look for job candidates with soft skills because they make someone more successful in the workplace. Someone can be excellent with technical, job-specific skills, but if they can't manage their time or work within a team, they may not be successful in the workplace.
- Soft skills are also important to the success of most employers. After all, nearly every job requires employees to engage with others in some way.
- Another reason hiring managers and employers look for applicants with soft skills is that soft skills are transferable skills that can be used regardless of the person's job. This makes job candidates with soft skills very adaptable employees.
- Soft skills are particularly crucial in customer-based jobs. These employees are in direct contact with customers. It takes several soft skills to be able to listen to a customer and provide that customer with helpful and polite service.

TYPES OF SOFT SKILLS

Soft skills include the personal attributes, personality traits, and communication abilities needed for success on the job. Soft skills characterize how a person interacts in his or her relationships with others.

Soft skills include:

Adaptability

Communication

Creative thinking

Dependability

Work ethic

Teamwork

Positivity

Time management

Motivation

Problem-solving

Critical thinking

Conflict resolution

HIGHLIGHTING YOUR SOFT SKILLS

- When you're applying for a new job, highlight your soft skills as well as your job-specific ones. First, make a list of the soft skills you have that are relevant to the job you want. Compare your list of soft skills with the job listing.

Include some of these soft skills in your resume. You can add them to a skills section.

- You can also mention these soft skills in your cover letter. Pick one or two soft skills you have that appear to be the most important for the job you'd like. In your cover letter, provide evidence that shows you have those particular skills.

Finally, you can highlight these soft skills in your interviews. You can demonstrate your soft skills during the interview by being friendly and approachable. If you pay close attention while the interviewer is talking, you will show your listening skills.

1. Communication

Communication is the foundation of effective teamwork. Whether you're working on a presentation with your classmates or spearheading a new project at work, it's important to talk openly and honestly with your group members about expectations, deadlines, and responsibilities. Establishing open lines of communication promotes trust and makes for a positive team environment. While disagreements might occur, being upfront and respectful in your communication with other team members will help you resolve issues quickly.

2. Time management

Time management, accountability and responsibility are all equally important for your career as they are in your academic life. Project managers, for example, must have strong organizational skills in order to set manageable goals for their team and keep others on track to meet their deadlines. Nurses must also demonstrate strong time management skills, prioritizing and delegating tasks so that they can spend more time on the patients who need extra care.

3. Problem-solving

Effective problem solvers are able to think outside the box when challenges or issues arise. Rather than focusing on negative outcomes, they stay calm and help their team work towards a solution. This approach helps uncover roadblocks or inefficiencies that are inhibiting the team's success, so you can work to improve those processes in the future.

4. Listening

When working in a group, it's important to keep an open mind. Recognize that your team members may see things from another perspective, and hear them out. Listening to other points of view can help you see multiple sides of an issue, including ones that you have never considered before. This allows you to be a better colleague and leader, to anticipate needs and challenges before they arise and to respond effectively when they do.

5. Critical thinking

Critical thinking allows you to make better, more informed decisions. It can be tempting to follow along with whatever the group decides, or what one team member believes is the best course of action, but sometimes a different approach or a new idea can help achieve better results.

6. Collaboration

Working in a team can be challenging at times, but more often it is a great opportunity to uncover creative ideas, share different perspectives and experiences, as well as enhance your own skills. If you treat each group project as a learning experience, you can help foster a more productive team environment. Your desire to learn and your willingness to explore new approaches will make you a better contributor, manager, or leader.

7. Leadership

A leader who works well with others – both within his or her own department and across departments – can help spread knowledge and resources, develop new leaders and contribute to an organization's success. Leaders can demonstrate strong teamwork skills by promoting collaboration, acting as a mentor or coach for their employees and by empowering others to learn, grow and advance.

Soft skills Vs life skills

“Life skills” refers to a set of fundamental abilities that someone needs to get through modern, everyday living.

Most often, life skills are taught in special education courses.

The most popular life skills are ones that most adults take for granted:

- How to dress yourself
- How to brush your teeth
- How to tie your shoes
- How to have a conversation

Unfortunately, these skills aren't easy to teach. Despite the fact that functioning members of society can perform any of these skills at a moment's notice, teaching them to someone else – especially someone with a learning disability or other mental obstacle – is extraordinarily difficult.

To make matters worse, there are practically *zero* options for special education instructors to help with teaching life skills.

SOFT SKILLS

“Soft skills” are workplace abilities that someone can use in any career. They’re called “soft” because they’re not skills that define someone’s work, like programming or repairing a car engine.

Instead, soft skills apply to everyone from an entry-level employee all the way to the CEO.

Some popular soft skills include:

- Written communication
- Verbal communication
- Professionalism
- Time management

These skills are ones that no one really “masters.” In fact, they’re often subjective with few tried-and-true methods to evaluate whether someone is actually *good* at them.

Most of the time, you can tell someone has a good grasp of soft skills when you experience it. That could come as early as reading someone’s cover letter on their job application.

THANK YOU

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