

A Review on perceived Importance of Soft Skills

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Abstract

What makes an individual a valuable employee and a pleasant coworker is a combination of hard and soft skills. The distinction between hard and soft skills is important. Communicating effectively, protecting one's intellectual property, and advancing one's career all need a solid foundation in soft skills. Interpersonal and personal qualities are examples of soft skills that contribute to a person's success in social situations, at work, and in their professional lives. There are a wide variety of "soft skills" that are essential in the modern workplace. Therefore, a person's soft skills development should start while they are still in school, so that they may succeed both in the classroom and in their future careers.

Keywords: Soft Skills, Soft Skills Importance, Communication Skills, Management Skills.

INTRODUCTION

Individual humans possess a wide range of skills. Some of them may help you improve your financial and social standing. While others are born with or nurtured over a person's lifetime. These are just hypothetical and might be true under certain circumstances.

They are indicative of one's unique qualities and personality. Famously referred to as "people skills" or "interpersonal skills," these abilities define how an individual connects with and interacts with the world around them. These skills are valued in addition to more tangible ones. Effective communication is essential for fulfilling people's societal duties.

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These are immeasurable while being readily observable because of their ethereal nature. They have a formative effect on one's character. Special efforts are being made to strengthen common skills in this age of intense competition. The reputation of a person's people skills is very important, and is often the deciding factor in whether or not a candidate gets elected.

In today's competitive job market, those with strong soft skills are in high demand across all industries. Competition for new jobs and career longevity has increased due to the need for soft skills. Candidates who want to stand out from the crowd should work to improve their soft skills so that they may succeed in the workplace no matter what challenges they experience throughout the hiring process or their time there.

Personality traits and other forms of "soft" abilities are what make a person really unique. The ability to lead, listen, negotiate, and mediate conflicts are all skills among the "non-technical, intangible, personality-specific skills" that make up an individual's soft skillset. Rather than relying on specialised information or training, soft skills are based on a person's personality and their behaviour.

TYPES OF SOFT SKILLS

a) Communication skill:

One of the most crucial aspects of the "soft skills" category is the ability to effectively communicate. Effective communication is essential in all human interactions.

b) Language proficiency skill:

The capacity to read, write, and appreciate a language is what is meant by the term "language competency." Speaking a language fluently is linked to knowing that language as a child. National languages like Hindi in a country like India might be distinct from native tongues.

It is essential to have a firm grasp of the English language due to its centrality in the global economy. To be successful in business, one must be able to communicate effectively in English.

c) Behavior skill:

One's behaviour accounts for a substantial portion of their communication competence. The manner a person acts is an example of his or her behaviour. Self-respect, etiquette, and cultural norms are further factors in determining appropriate behaviour.

d) Conversation skill:

Those that are socially adept are compelled to engage in conversation with others. Effective communication and listening skills are intertwined. The conversation might take place anywhere,

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perhaps on a mobile device or in a social setting. Similarly, scripted conversation is the norm. The textual exchange of ideas may take many forms.

e) Public speaking skill

Speaking in front of an audience is a crucial part of being lenient. The ability to speak in front of an audience is a crucial skill for reaching out to many people. To get to the top in any field, effective public speaking is a must. Schools and universities today are making significant strides in fostering students' oral communication skills.

f) Time management skill:

The word time represents the period of an individual's life that extends from the time of their birth to the time of their death. Since time is irretrievable, it plays a significant role in how we live our lives. The ability to juggle several responsibilities without sacrificing one's quality of life is the ultimate goal of learning to manage one's time well.

g) Media management skill:

Humans nowadays are constantly bombarded by several forms of media, including social networks, broadcast and print news outlets, and the internet. An important skill is knowing when and how to utilise these tools effectively. Many people have made poor use of them, and this is a major cause of wasted time.

h) Leadership skill:

In order to get things done with other people, you need to develop leadership skills. The ability to lead effectively is influenced by several factors. Leadership skills set one out from the crowd.

i) Personal presentation skill:

How one dresses, how one behaves in public, etc., all contribute to what is known as "personal presentation." The appropriate level of formal attire varies with the season, the workplace, and the occasion. One's self-assurance shines through in how they portray themselves.

j) Positive Attitude skill:

An optimistic outlook on life is essential. People need to have a more optimistic view of the situation if they want to be considered for the top positions at the company. A positive attitude is the ability to shift one's focus from dwelling on a problem to contemplating a solution.

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k) Willingness to acquire skill:

Every day of a person's existence is a fight for survival. No one should ever give up on teaching. The ability to learn not only from books but also from other people and through experience.

l) Team work skill:

Achieving success as a team is essential. You might have a strict or relaxed team dynamic. All members of the family are treated equally as team players. Teamwork is impossible without the ability to communicate and negotiate effectively.

m) Confidence skill:

If a person has mastered the aforementioned abilities, then they will have developed this competence. Confidence in a person helps that person feel at ease.

IMPORTANCE OF SOFT SKILLS

a) Sound personality

A person with a sound personality exudes confidence in their abilities. Confidence grows when one develops their soft skills in areas such as public speaking, writing, and conduct. An individual's character takes on an air of assurance when they have this much self-assurance.

b) Competitive edge

Advantage over rivals suggests progressing to higher standards. Everyone now has access to a wealth of knowledge and academic credentials. However, they do not provide the expected outcome. Changes from time to time. This makes it easier for people to rally behind a shared cause. Better communicators are stifled by their lack of interpersonal skills.

c) Employability

The most important factor is not a candidate's educational background but rather the value they can provide to a company in terms of achieving its mission. Soft skills, such as the ability to communicate effectively, manage time efficiently, have a cheerful outlook, etc., are increasingly valued by employers.

d) Leadership

One thing that all great leaders have in common is an expert command of soft skills. Leaders in every culture emerge from those with a mastery of soft skills.

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e) Creativity

Having these skills frees up one's imagination. Creativity requires bravery and an optimistic outlook, two essential components of soft skills.

f) Awareness

It gives everyone in society access to information about current events. Written, audio-visual, and social media all play a role in informing the public about what's happening in the world at the present time.

g) Effective learner

A successful student is always studying for something new. Unless he has strong verbal, medial, and written communication skills, this is quite unlikely.

h) Decision making

They are a collection of the top options available. Judgment creation is an art, and it can only be practised well when individuals have the necessary soft skills to make the difficult choices involved in this process (courage, time management, etc.).

LITERATURE REVIEW

(Chaudhari, 2021) Soft skills are more important in today's competitive economy. Skills in delegating are universal, essential skills of success in every endeavour. In this article, we will discuss the many forms and aspects of the soft skills idea. This study relied only on secondary sources for its analysis and suggestions meant to assist in the acquisition of broad-based expertise. One of the most important things is to have the protagonist model it and practice it. The reputation of a person's people skills is very important, and is often the deciding factor in whether or not a candidate gets elected. In this post, we take a closer look at what exactly "soft skills" are and how crucial they are in today's workforce. The influence of a positive role model is crucial for the development of interpersonal abilities. Observing the role model is essential for anybody hoping to acquire or hone soft skills. Every once in a while, it's important to take others' opinions into account. The purpose of this research is to examine how well people understand different categories of soft skills, to analyse those skills' qualities, to verify their significance, and to provide suggestions on how to master them. These days, you can't get by without having good interpersonal skills. Many people are interested in learning this skill. There are a number of benefits associated with soft skills. Common skills can only be developed via extensive practice.

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(Touloumakos, 2020) The focus on the importance of developing students' soft skills among academics, psychologists, and policymakers in the field of education has grown steadily over the last several years. Curriculums focusing on soft skills have been established for students of various ages and levels, not only recent grads and employees in need of on-the-job training. Nonetheless, when discussing "soft skills," individuals can have wildly divergent definitions. From the data shown here, it seems that "soft skills" has come to mean a wide range of concepts, from "emotional labour" to "lookism" that were formerly considered separate from one another. Since the primary focus of soft skills study is on what are the demands and requirements in the world of work, it is suggested that these limitless categories of things may be skills. This method presents challenges since it attributes skills to soft skills, which in turn influences how soft skill curricula are developed. Soft skills, for instance, are sometimes misunderstood to be abstract actions that can be learned and afterwards transmitted without any difficulty. Since soft skills have become vague, the report suggests pursuing an in-depth and embedded approach to researching them in order to establish an agreement on what they are and how to develop them.

(Prihatiningsih, 2018) In order for a company to be successful in the business world, it needs its workers to possess a certain set of traits, and it is hoped that these traits will be developed as a result of the employees' participation in many aspects of the company's daily operations. Employees with a degree in vocational education should already possess these traits because they were taught them throughout their training, but only 56.4% of characters / soft skills are taught in vocational education, creating a skills gap between those who earn a degree in vocational education and those who work in the industry.

(Puri Jyoti et al., 2015) The study provides a literature analysis on soft skills with a focus on their growth and need in academic programmes. These reports have been collected from prominent databases including Pro Quest Dissertations and Theses, Online Surveys, and Journals, and have undergone a comprehensive content examination. Therefore, "Literature Survey" has served as the methodology for this study. In today's world of globalisation, it's not enough for kids to learn technical skills; they also need to be able to communicate effectively and build positive skills with adults in the workplace. This set of competencies entails a collection of skills or aptitudes that they need to have in order to succeed professionally and advance in their careers. Therefore, it's important for students to work on developing skills like a positive demeanour, strong verbal and nonverbal communication skills, fluency in the English language, the ability to give compelling presentations, an awareness of and comfort with professional ethics, time management and stress reduction skills, the capacity to steer a team in the desired direction, and the ability to engage in rational group discussion. This research provides more evidence that professional courses do not adequately prepare skills for the skills of the job. To close this gap and make students more prepared for the workforce, there is a pressing need for more soft skills training in professional courses, which may be achieved via the joint efforts of businesses and universities.

(Balcar, 2014) The impact of psychological characteristics, attitudes, and "soft talents" on an individual's salary has come under scrutiny in recent years. The first two elements have been the subject of substantial empirical research, whereas the third, soft skills like communication, collaboration, and

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leadership, have received less attention. In this study, we will survey the empirical research on the financial benefits of soft skills. This data supports the hypothesis that acquiring soft skills might result in substantial financial gains and help to reduce the gender pay gap. Methodological ways to measuring soft skills and the usefulness of approximating them with work characteristics are the subject of the paper's last section (incl. suggestion of using tools of competency modelling for this purpose).

(Tewari, 2014) The research investigates the correlation between students' soft skills and how well they do in their management courses. Students are expected to have the full suite of management abilities necessary for their positions in the company. For the sake of this analysis, we will refer to these abilities collectively as "soft talents." The training of these abilities is one area where business schools fall short of what employers need. However, recruiters want to hire graduates who have the substance (academic grasp of the theories and ideas) and can deliver, but the ghost of the traditional mentality still haunts management education, so students concentrate on academic achievement (possible effectively through soft skills).

(Seetha, 2014) "Soft skills" are qualities valuable in the workplace and include things like the ability to lead, communicate effectively, take constructive criticism, and work well with others. Soft talents are increasingly valued by employers in today's modern economy. Employers in Malaysia are generally of the opinion that recent grads are falling short of the market's expectations and, so, are falling behind. Since many employers see Malaysian graduates as weak in soft skills, this has become an urgent issue. High graduate unemployment is blamed on a lack of soft skills. A qualitative research and an empirical assessment in Malaysia are used to add to the literature on the most important soft skill variables for recent graduates from the viewpoint of potential employers. Since this is a preliminary research, we want to learn more about the significance of soft skills abilities in the Malaysian workplace and to pinpoint the most essential ones by surveying a small group of Malaysian workers. With the results of this research in hand, universities will be better able to include lessons on employability skills into their curricula, since they will have a better idea of which abilities are most in demand by the workforce.

(Gibb, 2014) There has been an evaluation. Both theory building and the formulation of a research agenda are necessary for a critical analysis of soft skills assessment. Many preexisting ideas may serve as a jumping-off point for theorising about how learners' cognitive, emotional, and social characteristics interact to determine their behaviour in response to feedback. Theories like control, goals, and attribution are examples of these. It is proposed that the most productive method for developing theories is an assimilative integration approach grounded on attribution theory, which integrates 'self-regulation' and 'socially situated' elements. This may be broken down into three distinct study areas: investigating the background, the substance, and the outcomes of evaluating soft skills. It lays out and investigates the difficulties of this study topic. Resolving these issues will pave the way for a more thorough and critical examination of how soft-skill assessments affect individuals' lives and career prospects.

(Majid et al., 2012) Successful careers and positive social interactions both need a solid foundation of appropriate soft skills. Companies looking to hire recent college grads value these talents very highly as well. Examining how college students value soft skills in relation to their academic and professional

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success was the primary goal of this research. Data was collected through a questionnaire, and 188 business management majors from four Singaporean colleges took part. Respondents generally agreed that soft skills helped them in both social and professional contexts. They did not, however, believe that these abilities made a major difference in their grades. Students ranked cooperation and collaboration, decision making, issue solving, time management, and critical thinking as the top five most essential soft skills. In order to better prepare students for the job market, this study recommends a number of strategies for enhancing their soft skills.

(John, 2009) Both the business and educational landscapes are evolving rapidly. Ten years ago, companies actively sought for candidates who combined excellent academic performance with relevant professional experience. However, in the modern business world, these two factors—hard talents and experience—are no longer adequate to get entry or advance in one's career. Employers value employees who are proactive, ethical, and self-motivated, and who also have strong communication and interpersonal skills. Companies are less likely to hire people because they lack individuals with adequate "soft skills."

Although soft skills are increasingly recognised as crucial, many management programmes are hesitant to include instruction in this area. This report draws on empirical research comparing the experiences of students who frequently participate in soft skills workshops with those who do not.

CONCLUSION

These days, it's impossible to get by without possessing some degree of soft skills. Many people are interested in learning this skill. There are several benefits to possessing soft talents. The only way to really master a common talent is to practise it over and over again. A person has to transplant outside of his or her usual environment. Having a positive role model is essential for learning how to interact with others. If you want to improve your soft skills, the best way to do it is to study a successful role model. Every once in a while, a person has to be receptive to criticism. Good communication and teamwork abilities may take one far in life. Based on the findings of this study, it is clear that people's soft skills may be improved via the provision of properly defined and standardised soft skills training sessions.

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