



# Soft Skills: Types, Characteristics and Importance

Received : 20-7-2021  
Revised : 19-8-2021  
Accepted : 25-9-2021

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Plagiarism: 6%

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**Keywords:**

Soft Skills, Eco-sphere, Protagonist Model

**Classification-JEL :** J24

**How to Cite:**

Chaudhari, Tushar (2021). *Soft Skills: Types, Characteristics and Importance*. *Journal of Commerce and Trade* (H. Agarwal, Ed.) 16 (2), 9-12.

## ABSTRACT

In today's viable eco-sphere soft skills requisite upgrading. Delegate skills are the common skills which are required for attainment in any discipline of life. This paper is about soft skills concept, its types and characteristics. The said research is done entirely done on secondary data and conclusion and recommendations are drawn to help individual to master common skill. Main recommendations include to have protagonist model and rehears it. Reputation of people skill is huge, many time they became the basic reason for the success or failure of a candidate. This article studies the soft skill concept along with its characteristics and importance. The role model is key for development of soft skill. Any individual who has desire of developing soft skill need to observe the role model. Every now and then individual must be open for feedback. The objectives of the present study are to study awareness of concept of soft skill and its types; to analyses its characteristics; to check soft skill's importance and to suggest the ways of conquering soft skill. Soft skills are vital in today's life. There are voluminous individuals who are willing to master this art. soft skills possess multiple advantages. To mature in common skill one need to practice and practice.

## 1. INTRODUCTION

Humans have voluminous skills. Some of them are learned to have better life in money and recognition context. While some other are inherent to human being and are developed during the life time. These are subjective may or may not be true. They reflect personal attributes and individual's character. It is well-known as "people skills" or "interpersonal skills," these skills denotes the way one relate to something and interrelate with others. These expertise are viewed as supplementary to hard skills. Interpersonal skill is required to meet social obligations of the people.

These are intangible in nature and can be easily observed but it cannot be measured. They shape the personality of individual. In today's era of immense competition special effort are made to improve the common skills. Reputation of people skill is huge, many time they became the basic reason for the success or failure of a candidate. This article studies the

soft skill concept along with its characteristics and importance.

## 2. OBJECTIVES OF THE STUDY

- To study awareness of concept of soft skill; its types
- To analyses its characteristics
- To check soft skill's importance
- To suggest the ways of conquering soft skill

## 3. REVIEW OF LITERATURE

In the opinion of Guglielmi, 2015 common skills are crucial for capacity building and for extending network building. It also improves knowledge and thus improve employability skills.

- According to Engelberg, 2015 a Skill are of great significance because it plays significant role in improvement of Coach ability, Emotional

Intelligence, Motivation and Temperament.

- Cinque, 2015 suggest that interpersonal Skill are imperative for the employability and for achieving happiness in life .
- Skills are authoritative for optimizing work effectiveness, defining roles and capitalization of information and assistances. Further he also stated that from employer's view they boost flexibility, employability and continuous empowerment. (Ferragina, 2015)

#### 4. TYPES OF SOFT SKILLS

- a) Communication skill:** The important element which comes beneath soft skill range is communication skill. Communication skill is way one interact with each other.
- b) Language proficiency skill:** Language proficiency suggest ability to read, write and appreciative languages. Language proficiency is related with the mother tongue language. In country like India our national language Hindi can be different from mother tongue. International language English is the most important factor. Every transaction in business is in English; hence one must have proficiency over it.
- c) Behavior skill:** Behavior is share of communication skill which is correlated to way one behaves. Individual's behaviour is the way one conducts himself or herself. The other aspects which are considered in behaviour are self esteem, Etiquette and culture.
- d) Conversation skill:** Conversation skill makes people chat with others. speaking and listening skills are tangled in it. Conversations can be on mobiles, at social gathering etc. Also dialogue are habitually prepared in written. There are various formats in which written conversation has to be done.
- e) Public speaking skill:** Public speaking is an element which is considered important fragment of lenient skill. Public speaking enable an individual to communicate with a large number of persons. In edict to become a leader in any arena public speaking is vital. In today's education system schools and colleges are making valiant effort to improve public speaking skills.
- f) Time management skill:** Lifespan of

individual is between birth and death which is demonstrated by the term time. Time is something which never can come back hence it has a great influence in our life. The aptitude to perform various task in life along with living the life is core purpose of time management.

- g) Media management skill:** Now a day's human being are surrounded by various media like social media, Television, radio, print media etc. The knack to use these for betterment and not to over use it is key. Countless individuals have misused these and has proved critical for mismanagement of time.
- h) Leadership skill:** Leadership skill is what one makes people to lead others to a particular task. There are various things which contribute towards leadership. Leadership skills differentiate individual from others.
- i) Personal presentation skill:** Personal presentation is about dressing, conducting himself or herself in the society etc. The dress presentation varies from time to time, job to job and forms function to function. Self-presentation reflects the confidence of individual.
- j) Positive Attitude skill:** Attitude towards life must always be positive. People must look at scenario in positive manner accordingly they will gain supremacy to give their preeminent for the job. Positive attitude is knack not to think too much about the problem but to ruminate about its solution.
- k) Willingness to acquire skill:** Human life is an endless struggle. One should certainly not discontinue educating. The aptitude to acquire knowledge not only from books, but from other people, situation also matters.
- l) Team work skill:** Team work is decisive. Team can be formal or easy-going. Even the family members are considered like team. People must have skill of negotiation and convection then only team work is possible.
- m) Confidence skill:** This skill originates when an individual master all the above mentioned skill. The confidence in an individual makes him comfortable.

#### 5. CHARACTERISTICS OF SOFT SKILLS

- a) Behavioral:** These are of behavioral nature. They are allied to the way people deport in a society. The body language, confidence,

communication skills are essence of fruitful skill.

**b) General:** These are general in nature. They are pragmatic to any discipline of life. They are common and have universal application. Whatever man does needs the backing of common skill.

**c) Trans-situational:** These skills are realistic to any situation. Whatever is the situation bad, good or worst soft skills will help to negotiate situation and it will keep it moving.

**d) Non-technical:** These are non technical. They need simple logic than the complex formulas and procedure. They are shadowed by one own consent and logic.

**e) Intangible:** Soft skill cannot be touched, they cannot be measured either. There are remote to specific measurement gadgets which will measure these skills for us.

## 6. IMPORTANCE OF SOFT SKILLS

**a) Sound personality:** Sound personality denotes confidence in whatever individual does. The various soft skills like speaking, writing, behavior etc makes a person confident. This confident reflects in the personality of individual.

**b) Competitive edge:** Competitive edge suggest upgrading over opponents. In today's era everyone is full of information, education qualification. But they cannot give the desired result. is varying. This facilitates folks to motivate towards a common goal. People having better soft skill are unable to them to express more vibrantly

**c) Employability:** In our education system everyone has education qualification but significant thing is that what a candidate can contribute toward organizations goal. There soft skills like communication skills, time management skill, positive attitude etc which are crucial for employability.

**d) Leadership:** All the leaders have one thing in common i.e. they all have mastered soft skill. The person having command over soft skill gives leaders to the society.

**e) Creativity:** These skills boost creativity of persons. The creativity needs courage, positive attitude which are the key ingredients of soft skills.

**f) Awareness:** It enable society about

current events . The media viz written, audio-visual, social makes people aware about current events in the society.

**g) Effective learner:** Effective learner is continuously engaged in learning something . This is probable only when he has communication skill, media management skill, written skills.

**h) Decision making:** It is assortment of the best alternative . This selection needs courage, time management etc. hence the effective verdict creating is conceivable only when people have mastered art of soft skills.

## 7. HARD VS. SOFT SKILLS

Hard skills refers to the skills which a person must possess to perform a specific kind of job e.g., to get the job of the programmer, a person needs to have coding skills.

Soft skills are not associated with a particular job, rather it includes the basic skills i.e., communication skills, leadership skills and work ethics.

## 8. CONCLUSION AND SUGGESTIONS

Soft skills are vital in today's life. There are voluminous individuals who are willing to master this art. soft skills possess multiple advantages. To mature in common skill one need to practice and practice. One need to graft beyond his comfort zone. The role model is key for development of soft skill. Any individual who has desire of developing soft skill need to observe the role model. Every now and then individual must be open for feedback. ●

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