



SOFT SKILLS AND PERSONALITY DEVELOPMENT

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Abstract

This paper deals with soft skills and personality development. Soft skills also known as life skills are the behavioural competencies which an individual needs to excel to ensure success in this world. Soft skills comprise all the skills which are required to develop an effective and impressive personality. These skills are good behaviour attitude personality like interpersonal and intrapersonal skills, team building, leadership skills, motivational skill, time management, communication skills and body language etc. Soft skills help one to become a successful professional and these skills also leads to personality development.

Key words- *soft skills, personality, communication skills, motivational skills.*

Introduction

Soft Skills include any skill that can be classified as a personality trait or habit. Interpersonal skills and communication skills are more specific categories of soft Skills that many employers look for in job candidates. Soft skills provide students with a strong conceptual and practical frame work to build, develop and manage teams. They play an important role in the development of the student's overall personality, thereby enhancing their career prospects.

The Soft Skills training provides strong practical orientation to the students and helps them in building and improving their skills in communication the effective use of English, presentation, team building, leadership, time management, group discussion and Interviews.

Personality development is gaining more importance because it enables people to create a good impression about themselves on others. It is also to much helpful for them Who build and develop relationship and helps in their career.

It is very important to have the capability to build on and develop strengths while at the same time acknowledging and working to improve the weak points in your overall personality. Personality development is a good tool that helps you to analyse your abilities any your strength making you stronger, impressive, happiest and successful person. For personality development following elements are necessary self-awareness, goal setting, creativity, innovation and human values.

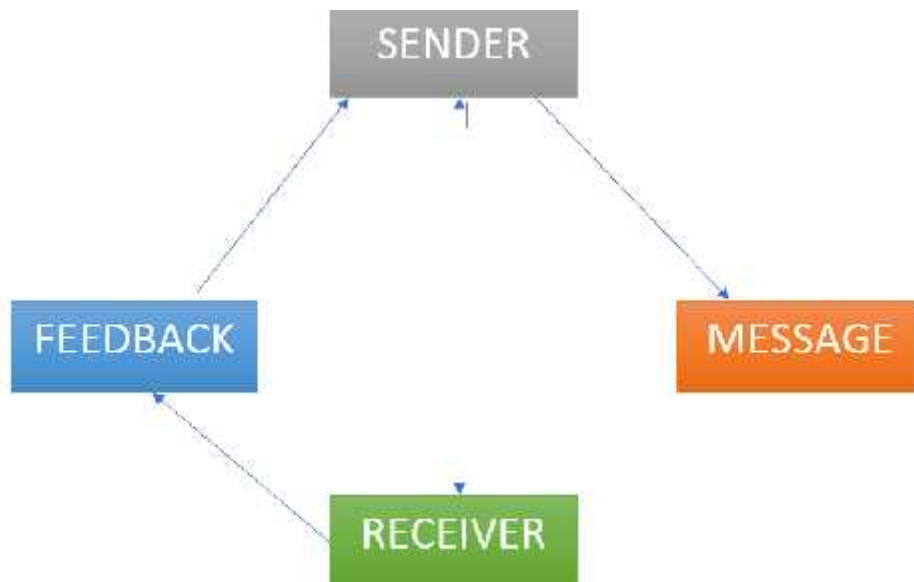
Soft skills

Soft Skills are personal attributes that influence how well you can work or interact with others.



Effective Communication Skills

Communication the buzz world in today's world, originated from the Latin word communion, which means to share various researchers and analysts define the term 'Communication means the transfer of ideas, feelings plan, messages or information from one person to another. Communication is a process whereby information is encoded, channelled and sent by a sender to a receiver via a medium. The receiver then decodes the message and gives the sender feedback. All forms of communication require a sender, a channel, a message, a receiver and the feedback that effectively wind up the process. Communication requires both the sender and the receiver to have an area of Communication commonality.





The Communication Process

1. Effective communication is a two-way process by which information is transmitted between individuals and organisations so that an understanding may develop among them.
2. The role of receiver and the sender keeps changing in the entire communication activity.
3. Effective communication includes both verbal and non-verbal forms. It is a process which transmits and disseminates important ideas thoughts, feelings and plans etc.

Communication is generally classified into following types

- a. Verbal communication
- b. Non-verbal communication
- c. Intrapersonal Communication
- d. Interpersonal communication
- e. Extra personal Communication
- f. Mass Communication
- g. Media Communication

2) Leadership Skills

Effective leaders are essential to any organisation. They can help build strong team within a business and ensure projects, initiatives or other work Functions are performed successful. leadership is not just one skill but rather a combination of several different skills working together. Some examples of skills that make a strong leader include:

1. Communication
2. Patience
3. Motivation
4. Active Listening
5. Reliability
6. Creativity
7. Effective Feedback
8. Team building
9. Flexibility
10. Positivity

Work Ethics

Ethics are a common and crucial set of behavioral guidelines that are necessary to exist as a part of society. Ethics that our actions are not aimed at harming anyone. The meaning of work ethics refer to a set of behavioral rules that create a positive environment at work.

1. It is becoming more difficult for employees to complete task without clear goals and objectives. Employees goals should be measurable and maintain a fixed time frame . it must be well accepted by the team members before implementation.
2. As managers every person need to use a combination of methods or approaches to mentoring them.
3. A strong work ethic creates a bond of trust between the employees and the organisation. The employees trust the company to treat them equally and give face compensation and future growth opportunities based on their performance and organisation also becomes confident on their employees.



4. Time-Management Skills

Time management means planning and balancing your time according to different activities. Time management skills are those which help you to use your time effectively and achieve desired results. There are some most important skills related to successful time management skills include:

Personality development

Personality is defined as the form of characteristics thoughts, feelings and behaviour that differentiate one individual from the other. Personality traits are different to each other and maybe a mixture of both good and bad. It is a good way for improvement and development of talents and realisation of dreams, potentials, enhancing quantity of life. It can be simply explain personality as the product of the 'quality influential' effect of innate hereditary, environment and culture.

There are for building blocks of personality development-

1-Self-regulation

It means proper management of one's internal states, impulses and resources. It implies self-controlled and keeping disruptive emotion and impulse in check. It gives the capacity of adaptability and flexibility in handling change.

2-Motivation

The important things that guide or facilitate reaching the aimed goals: First the achievement drive that improves standard of excellence. The commitment of siding with the goals of the group. A major trip of readiness act on opportunities and fourth of resistance in pursuing goals, dispute problems and setbacks.



3-Social Competence-

It helps in understanding others, sensing others feeling perspective and taking and active interest in their concern. This gives rise to service orientation and also helps in the possibilities of leveraging diversity and cultivating facilities through different kinds of persons.

Personality development helps an individual to inculcate positive qualities like flexible attitude, willingness to learn friendly nature, punctuality eagerness to help others etc. Never hesitate to share the information with other persons. Personality development helps you to develop an attractive personality and makes you to stand apart from the rest. Personality development also plays an important role in improving one's communication skills individuals out to master the art of impressing their thoughts and feelings in the most desired way. Personality development makes you confident individual who is appreciated and respected by others.

Conclusion

Soft skills are the backbone of life success. without soft skills personality development is not possible. soft skills help us to focus on our strength the positive and work of eliminating the negatives. soft skills give rise to a positive attitude that naturally attracts the good and the beautiful. your success, health, happiness and wealth depend on how you use soft skills and develop a strong and imperfect personality.

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