Soft Skills

Soft skills are the personal attributes, personality traits, inherent social cues, 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 attitude, communication, creative thinking, work ethic, teamwork, networking, decision making, positivity, time management, motivation, flexibility, problem-solving, critical thinking, and conflict resolution.

Communication skills

Communication skills is a broad soft skills category. It refers to how you communicate with clients, customers, colleagues, employees, employers, vendors, partners and almost everyone connected to the concerned business.

Good communication skills constitute the ability to not only speak confidently but also good presentation skills and the ability to listen and empathize whenever necessary.

They include:

- Speaking Skills
- Presentation Skills
- Negotiation Skills
- Nonverbal communication skills
- Listening and empathizing
- Persuasion
- Public Speaking
- Storytelling
- Written Communication, etc.

Leadership Skills

Leadership skills include abilities to lead a team, make decisions and work for the benefit of the company and the team keeping aside the personal viewpoints, biases, and conflicts. It stems from the experience of handling projects and teams.
Important soft skill for other positions includes:
- Team Management
- Conflict Management & Resolution
- Decision Making
- Drafting Delegation Strategies
- Drafting Motivation Strategies, etc.

Work Ethics

Work ethics are inherent. It is a soft skills category which is really hard to teach and even harder to demonstrate during a job interview. It is how a person feels about his job and carries out his duties and responsibilities. Having a strong work ethic means the person acknowledges is position and does the job assigned to him honestly and diligently with all the accountability.

Examples of soft skills which come under the work ethics category are:

- Completing tasks on time

- Punctuality
- Being Focused & Organized
- Competitiveness

- Persistence
- Business Etiquettes, etc.

Teamwork

Different jobs have different requirements and some require you to constantly work and communicate with other team members. This makes teamwork to be one of the *most important soft skills* for careers in market research, event management, client servicing, etc. which require employees to do team projects and attend frequent departmental meetings, etc.

Some examples of soft skills falling under the teamwork category are:

- Team Player
- Collaborative
- Empathetic
- Influential
- Networking Skills
- Social Skills
- Interpersonal Skills
- Knowledge of how to deal with difficult personalities, etc.

Time Management

In this era of limitless work and limited time, hiring managers always prefer employees who work efficiently and know how to use time wisely. Almost every employer prefers his employees to have time management skills as it not only saves them money but also increases the productivity of the organization.

Key phrases used to convey time management skills are:

- Prioritizing
- Goal Setting & Management
- Planning
- Control
- Focus
- Delegation, etc.

Critical Thinking

Critical thinking involves a careful observation and analysis of objective information to make a reasoned judgement. It involves evaluation of statistics, facts, observable phenomenon, research findings, and other trustable data to draw reasonable conclusions.

Hiring managers love candidates who can evaluate the situation using logical thought and come up with the best possible solution. Many employers even require candidates to pass a critical thinking test before appearing for the interview.

Key phrases used to convey critical thinking skills are:

- Analytical
- Problem Solving

- Artistic Sense
- Critical Observer
- Desire to Learn
- Innovator
- Logical Thinker
- Creative Thinker, etc

Adaptability

Not everyone in the workplace will share your religion, caste, or other sets of beliefs. Moreover, being adaptable and open-minded is almost a prerequisite soft skill in this rapidly changing technological environment. Adaptability is all about embracing the differences and going with the flow. It's important to maintain a sound professional environment in the organization.

Key phrases used to convey adaptability are:

- Calm
- Optimistic
- Open Minded
- Curious, etc.