

SOFT SKILLS

Soft skills are the ability which are required or expected from a person to find a suitable, job, its maintenance and promotion. Soft skills include critical aspects like body language, communication and presentation etc. Soft skills do not mean your hard skills or any mechanical or technical skills. Soft skills mean common sense, the ability to deal with people in different situations and a positive flexible attitude. Basically Soft skills are non- technical skills. Important soft skills are-

- i. Communication skills
- ii. Interpersonal skills
- iii. Leadership skills
- iv. Presentation skills
- v. Time management skills
- vi. Stress management skills
- vii. Self management skills
- viii. Adaptability skills
- ix. Flexibility skills
- x. Creativity skills
- xi. Teamwork skills
- xii. Problem solving skills
- xiii. Decision making skills
- xiv. Interview skills
- xv. Negotiation skills
- xvi. Dressing skills