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# Review Of Research



## SOFT SKILLS FOR PERSONALITY DEVELOPMENT

Dr. M. Sudhakar

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### ABSTRACT:

The significance of personality development beyond the individual domain and is now recognized as a critical the reasons why the modern corporate sector is now engaged in soft skill development to make the hard skill endowment of its professionals more complete,



effective and successful .effective communication and interpersonal skills are crucial to increase employment opportunities and to compete successfully in the business environment. The real key to the effectiveness of professional is their ability to put their domain knowledge in to effective practice, in this context, soft skills have a

crucial role to play. soft skills training ,providing a unique opportunity for all students to develop their personality and upgrade their communication and presentation skills and benefits the students, both in their early professional careers and in their social interactions in the business environment .it provides students with a strong conceptual and practical frame work to develop and manage teams an development of the students' overall personality ,thereby enhancing their career visioning and planning, effective resume writing and dealing with placement consultants and headhunters.

**KEY WORDS:** soft skills , business environment , Communication , human life.

## INTRODUCTION:

Communication is a very important tool in a human life. It is an essential requirement in this world to survive. It is no secret that today's work place is rapidly becoming vast, as the business environment expands to include various geographic locations and span numerous cultures. English is a living and vibrant language. Spoken by over 300 million people as their native language. English language is a store house of social and political knowledge .without knowledge of this language, English language, our technicians, mechanics and engineers can't progress. English language is widely used language for business communication across all regions in India. With the Indian economy getting closely interacted with the global economy, there is a huge demand for resource s that is able to comprehend and communicate in English. Effective communication skills and soft skills play a crucial role in honoring one's personality. Soft skills help individuals to express themselves in the most convincing way. One's thoughts, feelings and knowledge should be passed on in the most desirable manner and effective communication and interpersonal skills are crucial to increase employment opportunities and to compete successfully in the business environment. Knowledge workers generally would have inculcated technical skills and domain expertise in their chosen fields. However, to be a successful individual, in addition, good behavioral skills performance has become increasingly important in a person's skill- set repertoire. Mostly people pick up such soft skills and interpersonal skills or people skills on the job. Whether at the beginning or at end of a career, Klaus: (BRAG! The Art of Tooting Your Own Horn without Blowing It) sees future professional growth dependent upon identifying and correction self –sabotaging interpersonal behavior's. Klaus illustrates each behavior. Professional importance with stories from her work as a career coach. Her practical advice is delivered in the conversational style of a one-on-one session with a personal coach.

At times, this leaves much to be desired and also affects the person's sustained top-notch deliverance on the job. One may be highly educated or knowledgeable, but it is his/ her soft skills that actually matter. It is very essential to develop soft skills not only to be a good human being but also to be a successful professional. They are related to one's emotional intelligence develop; the personality and almost all the positive aspects of a man and the values he respect will fall within the ambit of the term soft skills. Soft skills are an essential part of personal and professional success, and they are not taught in any school or university. Nature has some role to play in how good a person's soft skills are, but nurture has a stronger role to play. Communication, friendliness, optimism, can-do attitude, every soft skill can be taught and strengthened through training. Soft Skills Training is something that cannot be ignored in a country like India where the education system completely ignores this aspect.

Soft skills are often refer to cluster of personality traits such as optimism, integrity and a sense of humor and social graces, facility with habits, friendliness ,and optimism that mark people to varying degrees. These skills are also defined by abilities that can be practiced, such as leadership. Empathy, Communication and sociability In the workplace. Soft skills are considered a complement to hard skills. Which refer to a person's knowledge and occupational skills? Sociologists may use the term soft skills to describe a person's "EQ" or" Emotional intelligence Quotient (as opposed to IQ). Unlike hard skills, which comprise a person's technical skill set and ability to perform certain functional tasks, soft skills are interpersonal and broadly applicable across job titles and industries. Many soft skills are tied to individual's personalities rather than any formal training, and are thus considered more difficult to develop than hard skills.

Soft skills are increasingly becoming hard skills of today's work force. It's just not enough to be highly trained in technical skills, without developing the softer, interpersonal and relationship-building skills that help people to communicate and collaborate effectively. These people skills are more critical

ever as organizations struggle to meaningful ways to remain competitive and be productive. Team work, leadership and communication are underpinned by skills development. Since each is essential element organization and personal skills is very important like communication skills Adoptability, Teamwork, Integrality and positive Attitude. In the information security Management Handbook, Mick Krause and Harold F. Tipton reiterate this point by explaining how soft skills complement technical skills.

The real key to the effectiveness of professionals of is their ability to put their domain knowledge into practice. In this context, soft skills have crucial role to play .soft skills provide students with a strong conceptual and practical frame work to build develop and manage teams. They play important role in development of the students overall personality, thereby enhancing their career prospects. that is why key message from Noble prize winner James Hickman, as key note speaker for The Long Run In fact of Early Life Events 11 conference , was that both cognitive and no cognitive skills the later described as 'soft skills ' such as motivation self-esteem and perservance determine many life out comes including education ,health and crime” .

It is no surprise that, even in peoples routines, tool such as YouTube (storytelling), Match.com (dating) LinkedIn (career networking ) and Face book (community building) have evolved to augment their communication tasks and Personality development. Personality is the sum total of individual's Psychological traits, beliefs and outlooks. Personality refers to an individual's characteristics. Style behavior, mindset, attitude, his own unique way of perceiving things and seeing the world. Genetic factors, family backgrounds, varied cultures, environment, current situations play an imperative role in shaping one's personality. The way on e behave with others reflects one's personality. An individual with a pleasing personality is appreciated and respect by all. Personality development training results in ongoing personal development-a key skill in leadership. When attending our training in leadership special attentions paid to the awareness and shifting of limiting mindsets-the only way to achieve permanent change.

It is important to understand that we can only perform up to our belief and never beyond it. in order to perform to our fullest potential we need to understand our interferences /barriers that prevent us from doing so. Hence any development is impeded if our belief structure is not changed .this makes our personality development courses that ignore the difficult component of shifting mindsets will lack the deep impact that is necessary for change to sustain .in pursuit of greener pastures, job applicants are always weighed on their technical ability and, most important their soft skills.

To benefit from soft skills and develop a successful career, the step for young professionals or any other professional is to own their career. The ability to direct and fill in opportunity areas highly depends on career ownership and effective management. Soft skills are the often unrecognized elements for success; success depends on their mastery. Then we have certain skills that can be developed by proper observation and consistent practice. Social grace, empathy, language, communication, teamwork, sociability, adjustability, negotiation, leadership etc are some of the skills that characterize interpersonal relationship and develop in a person through the various stages of his life.

In this case too, let us take the example of communication. Communication is in itself a very vast topic. But communication as a soft skill does not involve what one is communicating. It delves in to only how on is doing it. One's language, body language, tone of speech, expression, concern about audience, ability to listen and understand ability to find solutions, attitude, manners and so many related skills will come into play there. The one way communicate differs according to situation and the

people one is interacting with and that is the reason why it is said that one has to develop these types of skills to face different situations to develop the personality Development.

### CONCLUSION:

The need to grow professionally and develop a successful career is evident with most professionals, and while the opportunity to be on the forefront of this challenge exists, it is not emphasized enough, hence the soft skills gap. Critical soft skills, such as interpersonal behavior, communication, report writing and presentation skills, that augment technical skills are important in developing a successful career. However to the disadvantage of employees. Especially young professionals, these skills are seldom emphasized or taught in the workplace. Similarly, employees do not recognize the lack of or need for soft skills and miss opportunities to improve these important skills for personality development.

There was a time when we had grandparents and other elders at home who would teach us the importance of values .they would tell us stories with good morals and guide us in our behavior. But, with the change in time, nuclear families have set in and along with technological development s we have lost sight of our culture and traditional values. It is felt that this is one of the important reasons why students are lacking on spot skills. This is not a good sign. But, there seems to be some hope because there is a proposal, which some states have already implemented, to include soft skills training in school syllabus for classes striating from the primary level, soft skills are very important for the overall Development of a person. It must be realized that at the earliest and start practicing them so that they become part of character by developing the personality i.e., sift skills for personality development.

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