



SOFT SKILL & PERSONALITY DEVELOPMENT FOR 21ST CENTURY

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Abstract: 21st century represents the Modern Era. This era fetched the incredible development in the field of information technology. Similarly it also bring about the tremendous growth in industrialization. With this growth, a great competition has also been remarked that not only seen on local levels but also at the global front. In this cut throat competition the need for certain special skills has been observed, later this skill has been emerged as Soft Skill. Personality development is the important concept needed to be work upon in order to stick to the competition. From the above research work it has been keenly observed that though the need of soft skills and personality development is seen in the competitive 21st century, countries like India where the traditional methods are used in business practices soft skill and personality development has been least considered to be developed within oneself instead these skills are ultimately and unknowingly used by these business persons.

Keywords: Industrialization, Soft skill, Modern era

Introduction:

21st century represents the Modern Era. This era fetched the incredible development in the field of information technology. Similarly it also brings about the tremendous growth in industrialization. With this growth, a great competition has also been remarked that not only seen on local levels but also at the global front. In this cut throat competition the need for certain special skills has been observed, later this skill has been emerged as Soft Skill. Personality development is the important concept needed to be work upon in order to stick to the competition.

Let us enlighten these two wonderful aspects called Personality Development and Soft Skill:

Soft Skill: To get the things done from others or to instigate to do some social work for the society or to give an interview for the job or to go for some social movements or to go for social revolution or if one has to interact with his employees; for that a skill is required that is called soft skill. Soft skill is very significant to convince people and to get the things done in day to day activities and in our professional life. Even while moving in society, interacting with other members of society, soft skill plays a vital role. Though Soft Skill is not an educational degree or experience, the person who will learn and acquire this skill should be successful in his life. Soft Skill will be

applicable as per the situation, occasion and the communication so as to solve the problem. Whenever there is a need to instruct the group of people to work on, one need to direct them accordingly and for the very purpose; power point presentation is an effective tool to elaborate and explain the subject matter. A proper guidance will be given through the power point presentation techniques. Present scenario is very challenging and difficult. There are a lot of up & downs, problems, pressure and tension evolved in our day to day life. Soft skills provide the way to overcome these hitches with ease. In byzantine situation one can survive with the help of soft skill techniques. High authorities can impress their employees with soft skill. Even employees will be influenced by their personality and will start working punctually; this will certainly results in more productivity, more demand and ultimate increase in profit for the company. In this contemporary era where the global competition is prominent one can survive by acquiring the best presentation skill, best communication skill and other soft skills which can be used so far.

Soft skill includes

Self-awareness, self-management, organization, Social skills, self-Confidence, knowledge, time management and problem solving techniques, communication skill, self-motivation, social grace, communication

abilities, language skill, personal habit, cognitive or emotional empathy, teamwork, leadership traits, work ethics, art of compatibility, control of tension, determination, patience, etc.

“Hard skill can reached only up to interview but soft skill helps to opt job and to achieve success in the life”.

Soft skill is an important factor that contributes in the success of any individual in 21st Century.

Following soft skills is essential to career success in 21st century.

Soft skill divided in two sections.....

- A) Conventional soft skill
- B) Tribal soft skill
- C)

A) Conventional soft skill

1. Management skill
2. Positive attitude
3. Professionalism
4. Responsibility
5. Work ethic
6. Time management skill
7. Leadership skill
8. Business etiquette
9. Negotiation skills in some
10. Time in some matter
11. Team spirit
12. Behavioral Attitude
13. Motivation
14. Time management
15. Planning
16. Execution
17. Self-awareness
18. Emotion regulation
19. Stress management
20. Able for forgive & forget

B) Tribal soft skill :

Tribal soft skill one more insider knowledge that can gain from work experience.

1. Skills in dealing in unexpected situation.
2. Savvy in handing office politics.
3. Negotiation skill.
4. Networking skill.
5. Skills in dealing with difficult personalities
6. Managing upwards
7. Influence skill
8. Execute idea

9. Involves skills to other
10. Worth mindset
11. Self confidence
12. Activeness every time
13. Social grace
14. Facilitating skill
15. Flexibility skill
16. Communication skill
17. Teamwork skill
18. Interpersonal relationship skill
19. Presentation skill

For whom Soft Skills is Essential.....

1. Soft Skills for workers
2. Soft Skills for every person for personal growth
3. Soft Skills for organization
4. Soft Skills for Professor, Teachers in teaching field
5. Soft Skills for Leaders
6. Soft Skills for entrepreneurs.

Personality Development:

Personality Development changed the attitude of the individual negative to positive attitude, it helps to reduce the stress, and help to improve our personal life as well as career life. In the present scenario and in 21st century soft skill and personality development is very important and need of the hour, as well as technology integration professionalism are very important elements.....

Apart from above mention elements there are a lot of other elements are also important like.....

1. Self confidence: There are lot of challenges an up and down in our personal life as well as in career also we can handled boldly.
2. Presence of mind : We must presence of mind and well handling in various and every situation
3. Goal setting
4. Perception
5. Communication skill
6. Leadership
7. Command on language
8. Specialization in our subject
9. Knowledge of new technology
10. Go Global
11. Be smart
12. Go Digital

13. Write on blog
 14. Chat on twitter
 15. Connect to social media
 16. Project based learning
 17. Positive digital foot print
 18. Innovative idea
 19. Quick Decision
 20. Mind Management
 21. Smiley face
 22. Dress Character
 23. Face to face
- Conversation/Communication skill:

For personality development here are some recommended solutions:

Observations habit: You have to observe the personalities have great leaders who are successful in their life, keep them as role model and follow their preaching.

To attend seminar and workshop: Improving personality development there are a good number of institutions of Personality Development we can joined that as well as you have to participate in various conferences, seminars and workshop.

Practice: We have to practice for perfection like, “practice make a perfect man”.

Change nature: Adoptability for change, coping change is essential factors in 21st century, we have to change our nature behavior we should be discipline and very important time management at a one and same time we have to do so many thing for that we must practice for priority management.

Hypothesis:

- 1) Personality development is the necessary to boost the business in the competitive world of 21st century.
- 2) Soft skill improves the personality of the person.
- 3) Soft skill results in the growth of person’s self-confidence.
- 4) Soft skill and Personality development helps to develop the quality to resolve and overcome the problems in the life.
- 5) Goal achievement can be easily done with the help of soft skill and personality development.

Conclusion:

From the above research work it has been keenly observed that though the need of soft skills and personality development is seen in the competitive 21st century, countries like India where the traditional methods are used in business practices soft skill and personality development has been least considered to be developed within oneself instead these skills are ultimately and unknowingly used by these business persons.

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