



## SOFT SKILLS & PERSONALITY DEVELOPMENT FOR 21<sup>st</sup> CENTURY

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### ABSTRACT:

A skill is an art of applying the knowledge needed to perform a task successfully. Acquiring a skill is the acquisition of essential qualities needed to progress in a job. A person needs several qualities and skills to successfully perform his responsibilities and achieve success. Not everyone has all these skills. But through culture, training, and experience, one can acquire the skills necessary to master one's job. A person with different skills gets success faster. A person who has a high level of skill can do his work successfully.

Acquiring a skill is the diligent acquisition of the essential qualities needed to move toward success. Skill is the art of application of knowledge required to perform various responsibilities successfully. Skill is the process of acquiring complete knowledge and training related to technical, academic, practical, and practical work related to a particular job. Although there are different types of skills, the major skills are soft skills and hard skills. This research paper has been written to study why soft skills and hard skills are important for personality development in the 21st century, and what is the contribution of skills in employment generation.

**Key words:** - *Soft Skills, Hard Skills, Personality Development, Employment Generation.*

### Data Collection Method Used For Research:

The research paper has depended on secondary data.

### Objective of Research:

- 1) To study why soft skills and hard skills are important for personality development in the 21st century.
- 2) To study the contribution of skills in employment generation.

### INTRODUCTION:

Skills are acquired through training, experience, and practice. Creativity is required in skill. Some special skills are required to acquire knowledge related to any subject. When a person reaches the application level, he is said to have developed a skill. These special skills are acquired through reading, writing, understanding, and experience. Some skills are already present in a person, while others are acquired, improved and new skills are added, then the person is ready to acquire knowledge. Skills are also linked to some sub-skills, by

studying these also one can use the skill with more confidence. Skills such as listening, speaking, reading, and writing are not only essential for education but are also life skills. Various skills are used in daily life. Sometimes one or two general skills are needed when performing a task. But sometimes other tasks require more than two as well as some specialized skills.

In general, for a person to be successful in any work, effective communication skills, human relation development skills, positive attitude skills, proper planning, and decision-making skills, problem-solving skills, the proper performance of responsibilities, social life skills, Stress management skills, time and self-management skills, initiative skills, group work skills, innovation and risk-taking skills, coordination, and adaptation skills with the surrounding environment, reading, thinking, writing skills, etc. are required. The above list of skills is not exhaustive. Because there are many

types of skills and they have to be used according to the situation and nature of the work. However, if a person acquires the above-mentioned skills, he/she will get successful in his/her work.

Man needs many types of skills in life. These skills play a vital role in the success of an individual. If you choose your field of work by discovering the skills that you have, then even a common man is supported to succeed. That's why starting any new work requires thinking and skill at the beginning itself. Although there are different types of skills, the major skills are soft skills and hard skills.

Soft skills have become an important factor in the professional and personal life of every individual today. This quality, apart from a person's academic degree or technical experience, is essential for every entrepreneur and job holder. Therefore, soft skills are also known as soft skills, soft skills, transferable skills, employability skills, generic skills, behavioural skills, people skills, key skills, interpersonal skills, etc. Soft skills require emotional intelligence. Soft skills include self-management, self-confidence, stress management, communication skills, etc. The softer skills a person develops, the better he can communicate, report, solve his problems, find satisfaction, self-evaluate, reduce stress, and Can work well with a team. Soft skills are not taught, rather a person learns them through experience. There is no set level or path to it.

Soft skills require people around you to change depending on the nature of the company's work culture e.g. While talking to the officers or employees of the company, the style of speaking has to be changed considering only their seniority and expertise. Today, with the changing nature of the organization, the demand for employees with specialized skills is also increasing. Entrepreneurs are eager to employ people in their business who can do all

kinds of work. Because entrepreneurs need people who have both soft and hard skills. Entrepreneurs expect that these individuals will contribute well to the progress of the business.

In the 21<sup>st</sup> century, scientists have classified soft skills into two categories: self-management skills and people skills. Self-management is the controlled work that is done by considering the complete pros and cons of the work and planning those thoughts properly so that one can accomplish the work that one wants to do properly and systematically. Self-management is a well-planned program or plan of action planned by oneself. In self-management, one needs to fulfill certain requirements of planning, control, punctuality, discipline, honesty, and consistency in a proper organization and implementation, then only one can achieve the set goals.

Important principles of self-management awareness include understanding the difference between our sensory input and its effect on our thoughts and actions, and awareness of how we affect others. The person who is not aware of these two things has to suffer in his life. Self-management includes many qualities. Self-management includes such qualities as self-confidence, impulse control, assertiveness, emotion management, and courage. In short, we can say that self-management is the process of controlling one's work.

A person who is good at people skills has great social behaviour. He behaves politely with others. He is proficient in communication skills; he knows the art of adapting to every situation. Because people skills are related to how a person relates to other people around him, how he treats them and how he influences others etc. Through public skills, a person can make a good impact on the society, harmony remains in his public relations. Examples of people skills are communication skills, collaboration, presentation skills, leadership skills,

management skills, transactional value, creative thinking, coordination skills, and relationship skills. Although soft skills are classified into two types above, soft skills include communication skills, language proficiency skills, problem-solving skills, clinical observation skills, conflict avoidance skills, confidence skills, transactional skills, public Includes communication skills, time and self-management. skills, leadership skills, personal presentation skills, perceptual skills, skills in working through or with a group, communication skills, decision-making skills, skills in performing social responsibilities properly, skills in carrying out responsibilities and responsibilities, Skills in developing human relations, Skills in a positive attitude, Communication skills (Media) and Social media management skills, Stress management skills, Interpersonal skills, and Negotiation skills.

#### **Soft Skills & Personality Development for 21<sup>st</sup> Century:**

In the 21<sup>st</sup> century, many individuals are pursuing education and obtaining degrees. But employers are keen to hire the same person who has a degree along with some skills. Entrepreneurs are eager to hire people for their businesses who can do all kinds of work. Hence entrepreneurs prefer those individuals who have both soft and hard skills. Entrepreneurs hope that these individuals will contribute well to the progress of the business.

The 21<sup>st</sup> century is an age of competition. Today, whether it is business or getting employment, both have to be highly competitive. Today, many individuals are acquiring various types of knowledge, increasing their educational qualifications. But there is no guarantee that the knowledge possessed by an individual will yield the right results. But soft skills can motivate and prepare the individual to achieve common goals. An ordinary person can use leadership skills to achieve success faster than educated people. That is, we cannot move

forward or progress by acquiring only book knowledge, but for that, it is necessary to have skills.

One thing that every leader has in common is that they are masters of the art of using soft skills. Society derives its leaders from those skilled in soft skills. Soft skills lead to the development of leadership skills. A person who has soft skills has an increased decision-making ability. So if there are many options available, he can choose the right option and take the right decision.

Soft skills create creativity in a person. Creativity requires courage and a positive attitude. These qualities are developed through soft skills. Creativity is the idea of creating something new from existing knowledge. Soft skills help in turning this idea into action. Hard skills can be learned through school, books, or other learning materials, etc. These skills have a certain level and path. These critical skills depend on the field you want to work in. Hard skills are also called skills, functional skills. These skills help a person to perform his work properly. Those skills cannot be acquired without training. The skills required by doctors, engineers, and lawyers to do business are called hard skills or hard skills. If a student is learning to read, write, and solve math in school, he is acquiring those skills.

Hard skills are related to the knowledge required to function in a particular field. Only after acquiring this knowledge does a person work in a particular field. That is, sharp skills play an important role in getting a particular job. A person who acquires strong skills can properly utilize the various resources in the business. Because he knows when, where, how much and how to use which resource. Hence due to sharp skill, the resources are fully and appropriately utilized. Soft skills tell how to speak and do while hard skills tell what to say and do. Hard skills support formal education, which is based

on the elements, while soft skills describe how to use these elements. eg. Formal education tells you what points to make in a speech, and soft skills tell you how to present those points. That is, both types of skills complement each other in overall personality building. Since hard skills are related to a specific area of work, it requires specific knowledge and skills. A person can choose his field of work according to his desire and interest and can take training and education to acquire skills accordingly. The key skills that help in achieving customer satisfaction are mainly being responsible for anticipating and satisfying the needs of the individual. Because the goods produced by the individuals have the power to satisfy the needs of the consumer. The supply of high-quality goods and services is based on deep expertise. If a society consumes these high-quality goods, it's standard of living increases.

The economic development of a country and skill development in a country is closely related. People who acquire the right skills quickly become successful. Skill development develops entrepreneurial qualities in the country and creates a mindset of self-employment among the people. The person's personality changes and his confidence awakens. Business skills are essential for achieving business objectives and goals. Because different jobs in business are based on specific skills. Not everyone has all the necessary skills. But the skill related to the job can be acquired through training or other persons. Skill development opens doors to various self-employment opportunities. The power to achieve success without getting tired of failure, public censure, and criticism comes from skill development. Because the person who has the skill conquers the difficulties with confidence.

By developing skills, a person can develop managerial skills. Skill development leads to the overall development of a person's personality by

inculcating many qualities such as risk-taking, courage, communication, analytical ability, leadership qualities, development of high ambition, development of creativity, and habit of responsibility and fulfilment of duties. Is. There is a need for skill development for various reasons. In a way, the ultimate objective of skill development is to develop all the above-mentioned qualities in the youth and make them intelligent, efficient, creative responsible citizens. That is why skill development is also known as manpower development. All other resources and adaptations of the society can be best utilized only when the manpower is sufficiently cultured, and skilfully developed. Keeping this in mind means the importance of skill development, its role, its functions, requirements, etc.

Personality Development Skill development develops many qualities in a person such as managerial skills, risk-taking, courage, communication skills, communication skills, leadership skills, development of creativity, etc. The problem of unemployment is a serious problem facing the country. Skill development enables individuals at all levels of society to acquire employable skills. Hence some individuals may choose the job path while others may start their own business. Thus, not only will the ambitious youth entering the field of entrepreneurship get employment, but many unemployed persons will also get employment in the industry set up by these youth. Skill development in the unorganized sector of the national economy is helping to solve the problem of unemployment to some extent.

The decision-making ability of a person is influenced by the skills possessed by him. If a person is skilled, he can take good decisions. Many modern machines today help managers take decisions but these machines can only be operated by a person who knows how to operate them. Thus, skill development is necessary for

the development of the decision-making ability of an individual. Today many types of production activities are done with the help of machines. These machines work according to specific technology and require specific skills to use the technology. So if the skill is developed then one can make proper use of technology and thus production efficiency can also increase. Conflicts arise out of differences of opinion between individuals. To reduce such conflicts it is necessary to learn non-conflict interactions. Skills teach this type of conversation. Negotiation is done to influence others, achieve consensus, etc. When a person communicates through body language without using verbal communication, this action is called interaction. Skill development enables these interactions to be carried out effectively.

Limited capital is required to set up a small-scale industry. If the entrepreneur develops the skills, he can manage his business properly. Entrepreneurs from backward areas set up small-scale industries in their respective areas. If skill development is done effectively, the pace of rural industrialization increases. Balanced regional development can be achieved and the concentration of economic power and wealth in the hands of a few can be reduced to some extent.

There are many reasons for creating discontent and social tension in society such as the concentration of economic power and wealth, the problem of unemployment, regional imbalance, the futility of the prevailing education system, the failure of political leadership, etc. Effective implementation of skill development programs in the country would result in a multi-skill pool of individuals and thus invent an entrepreneurial image from non-traditional sources. Only the job seeker will be able to give employment to others and that person will be transformed. As a result, the purchasing power of many individuals would

increase, their standard of living would rise, and social change would accelerate. Presently there is cutthroat competition in the market. To survive in this competitive environment as well as to overcome the competition, entrepreneurs need to innovate in various ways. There are different ways to innovate. Skilled entrepreneurs can easily innovate by following this route.

The skill development programs implemented in India have a direct link with small-scale industries. If the skill development program is implemented properly, there will be rapid development of small-scale industries and self-employment in the country and thus innovation will take place in the country in various ways and on a large scale. The output of innovation will increase the competitiveness of small-scale industries. Skill development will provide good quality goods and services to consumers at affordable prices. Along with this, skill development will increase the level of employment in the country. This will increase the purchasing power of many people, and the people of the country will consume many goods and services, which will increase their standard of living. Foreign investors are eager to invest in a friendly country. The industrial development of a country can happen at a fast pace only when the people of that country are skilled or their skills are developed. That is, to attract investors, skill development is necessary for the country. Today different types of machines and techniques are being used for production in every sector. This increases product quality and productivity. But a person needs specific skills to operate these machines and techniques. If there is the proper development of skills in the country, development of small-scale industries, increase in self-employment, production of new goods in large quantities, increase in the standard of living of the people, foreign investors invest more, etc. All the positive effects lead to the economic development of the country.

**CONCLUSION:**

Soft skills enhance the employability of a person. A person with a dominant personality has a lot of confidence. Different types of skills create confidence in a person and this confidence is reflected in the personality of the person. The right personality requires soft skills as well as hard skills. But hard skills develop more effectively only with the influence of soft skills, that is, soft skills also play an important role in making personality effective. Skill development creates new entrepreneurs in economically backward areas. Since these entrepreneurs have limited financial resources, naturally they set up industries in those areas only where the raw materials and materials found in the area can be used for a particular industry. Thus the development of skills leads to the development of entrepreneurs and local entrepreneurs in backward areas of the country and also these skilled entrepreneurs help in the proper utilization of raw materials and other materials available in the area.

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