

## SOFT SKILLS DEVELOPMENT

### INTRODUCTION:

Soft skills are different from hard skills, which are directly relevant to the job to which you are applying. These are often more quantifiable, and easier to learn than soft skills. A hard skill for a carpenter, for example, might be the ability to operate a power saw or use framing squares.

Regardless of the job to which you're applying, you need at least some soft skills. In order to succeed at work, you must get along well with all the people with whom you interact, including managers, co-workers, clients, vendors, customers, and anyone else you communicate with while on the job. These are the types of skills all employers value.

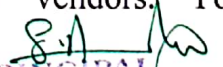
Employers want employees who are able to interact effectively with others. These skills are also very hard to teach, so employers want to know that job candidates already have the soft skills to be successful.

### List of Soft Skills

Below is a list of the most important soft skills that most employers look for. It also includes sub lists of related soft skills that employers tend to seek in job applicants. Develop these skills and emphasize them in job applications, resumes, cover letters, and interviews. Showing the interviewer that you have the skills the company is seeking will help you get hired.

### Communication

How well do you communicate? Communication skills are important in almost every job. You will likely need to communicate with people on the job, whether they are clients, customers, colleagues, employers, or vendors. You

  
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will also need to be able to speak clearly and politely with people in person, by phone, and in writing.

You will also likely need to be a good listener. Employers want employees who can not only communicate their own ideas, but who also listen empathetically to others. Listening is a particularly important skill in customer service jobs.

- Listening
- Negotiation
- Nonverbal communication
- Persuasion
- Presentation
- Public speaking
- Reading body language
- Storytelling
- Verbal communication
- Visual communication
- Writing reports and proposals
- Writing skills

### **Critical Thinking**

No matter what the job, employers want candidates who can analyze situations and make informed decisions. Whether you are working with data, teaching students, or fixing a home heating system, you need to be able to understand problems, think critically, and devise solutions. Skills related to critical thinking include creativity, flexibility, and curiosity.

- Adaptability
- Artistic aptitude
- Creativity
- Critical observation

- Critical thinking
- Design aptitude
- Desire to learn
- Flexibility
- Innovation
- Logical thinking
- Problem solving
- Research
- Resourcefulness
- Thinking outside the box
- Tolerance of change and uncertainty
- Troubleshooting
- Value education
- Willingness to learn

### **Leadership**

While not every job opening is a leadership role, most employers will want to know that you have the ability to make decisions when push comes to shove, and can manage situations and people. The ability to step up to the plate in a difficult situation and to help to resolve it is something employers look for in prospective employees

If you are interviewing for a job that has the potential for advancement, the employer will want to know that you have what it takes to become a leader.

Other skills related to leadership include the abilities to resolve problems and conflicts between people, and to make executive decisions.

- Conflict management
- Conflict resolution
- Deal making

- Decision making
- Delegation
- Dispute resolution
- Facilitation
- Giving clear feedback
- Inspiring people
- Leadership
- Management
- Managing difficult conversations
- Managing remote/virtual teams
- Meeting management
- Mentoring
- Motivating
- Project management
- Resolving issues
- Successful coaching
- Supervising
- Talent management

### **Positive Attitude**

Employers are always seeking people who will bring a positive attitude to the office. They want employees who will be friendly to others, eager to work, and generally a pleasure to be around. Being able to keep things positive is especially important if you're working in a fast-paced, high-stress work environment.

- Confidence
- Cooperation
- Courtesy
- Energy

- Enthusiasm
- Friendliness
- Honesty
- Humorous
- Patience
- Respectability
- Respectfulness

### **Teamwork**

Hiring managers look for job candidates who can work well with others. Whether you will be doing a lot of team projects or simply attending a few departmental meetings, you need to be able to work effectively with the people around you. You need to be able to work with others even if you do not always see eye to eye.

Some skills related to teamwork include the ability to negotiate with others, and to recognize and appreciate diversity in a team. Another related skill is the ability to accept and apply feedback from others.

- Accepting feedback
- Collaboration
- Customer service
- Dealing with difficult situations
- Dealing with office politics
- Disability awareness
- Diversity awareness
- Emotional intelligence
- Empathy
- Establishing interpersonal relationships
- Dealing with difficult personalities
- Intercultural competence

- Interpersonal skills
- Influence
- Networking
- Persuasion
- Self-awareness
- Selling skills
- Social skills
- Team building
- Teamwork


### **Work Ethic**

Employers look for job candidates with a strong work ethic. Such people come to work on time; complete tasks in a timely manner, stay focused, and stay organized. They are able to budget their time and complete their work thoroughly. While they can work independently, people with a strong work ethic can also follow instructions.

A strong work ethic is difficult to teach, so employers will be impressed if you can demonstrate it in your job application.

- Attentiveness
- Business ethics
- Competitiveness
- Dedication
- Dependability
- Following direction
- Independence
- Meeting deadlines
- Motivation
- Multitasking
- Organization

- Perseverance
- Persistence
- Planning
- Proper business etiquette
- Punctuality
- Reliability
- Resilience
- Results-orientation
- Scheduling
- Self-direction
- Self-monitoring
- Self-supervising
- Staying on task
- Strategic planning
- Time management
- Trainability
- Working well under pressure

  
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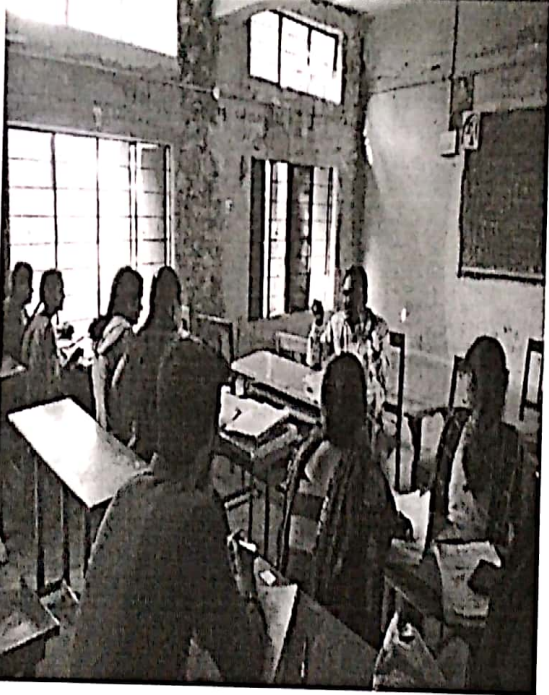
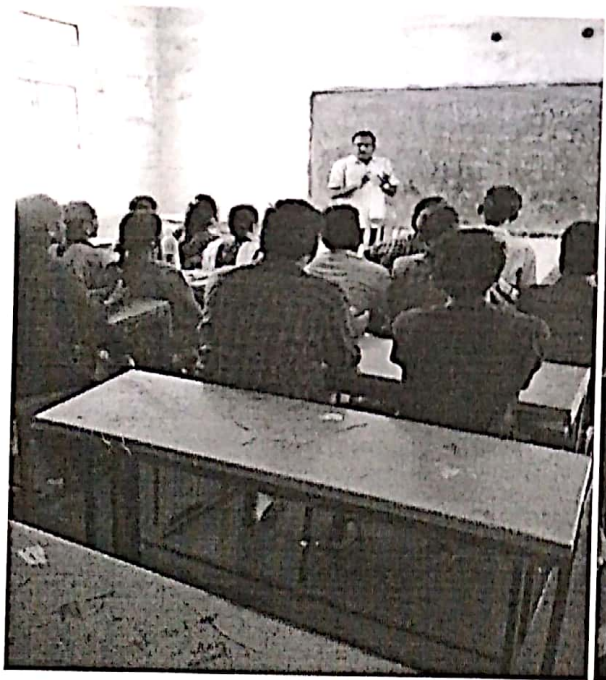
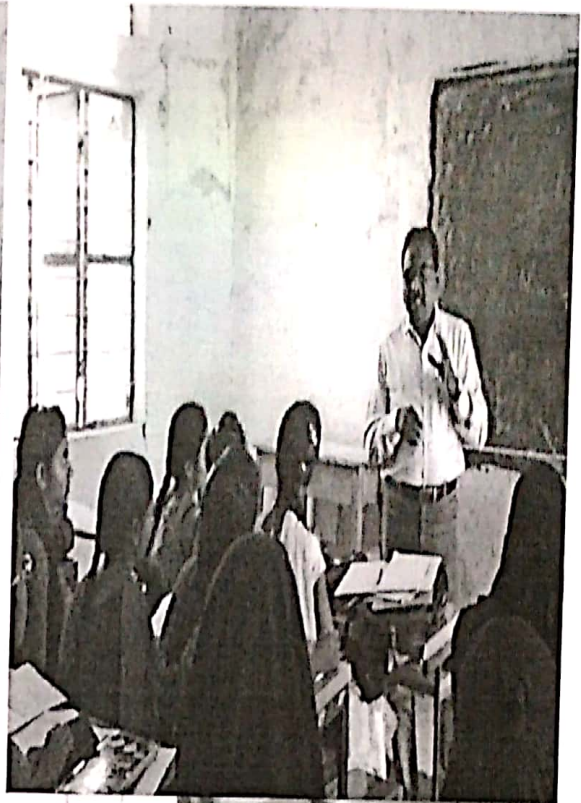
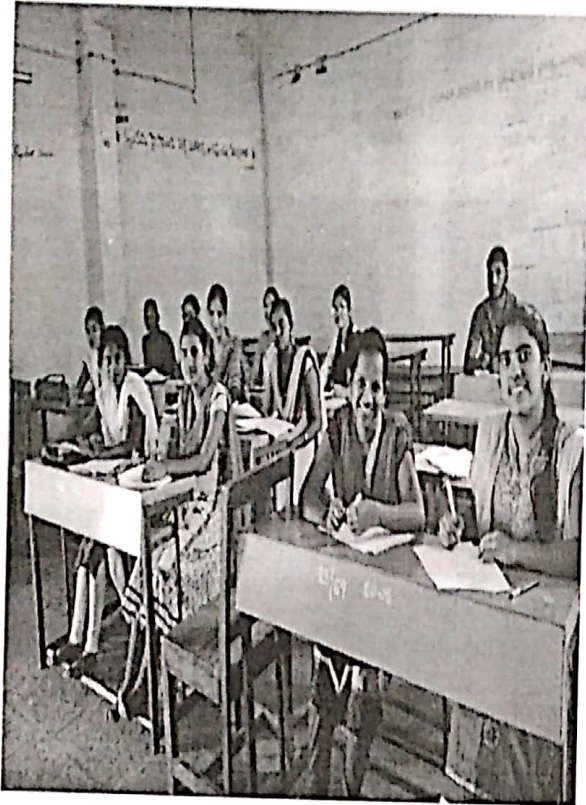
SOFT SKILLS - PARTICIPANTS DETAILS FOR THE YEAR 2018-19

The following students have attended Soft Skills Development Programme conducted on 09-07-2018.

Sno.	HTNo.	Name of the Student	Father Name	Course
1	16077046129512	SAMPATHI RAJU	SAMPATHI DEVAIAH	B.A.-III year
2	16077046129917	NABEELA BEGUM	ABDUL MUQEEM	B.A.-III year
3	16077046129918	NEHA SHIREEN	MIRZA SHAHIDULLAH BAIG	B.A.-III year
4	16077046129919	PARVEEN SULTANA	ABDUL WAHEED	B.A.-III year
5	16077046129920	RAHELA NOORIN	NIHAL AHMED	B.A.-III year
6	16077046402005	BANDI SANDYA	BANDI RAJAGANGARAM	B.Com C.A. - III year
7	16077046402006	CHATLA ASHA	CHATLA SOLOMAN	B.Com C.A. - III year
8	16077046402007	CHILUKA MANJULA	CHILUKA RAMANA	B.Com C.A. - III year
9	16077046402010	JAPA PRIYANKA	JAPA BHOOMIAH	B.Com C.A. - III year
10	16077046402506	MANGELA PRASHANTH	MANGELA CHINNA SHANKAR	B.Com C.A. - III year
11	16077046402507	METTU RAJU	BAKA NARSAIAH	B.Com C.A. - III year
12	16077046445004	DAVANAPALLI SRIKANTH	DAVANAPALLI RAMANNA	B.Sc.(BZC)-III year
13	16077046445005	DHANALAKOTA LOKESH	DHANALAKOTA KRISHNA	B.Sc.(BZC)-III year
14	16077046445007	PALLI SURESH	PALLI GANGAMALLAIAH	B.Sc.(BZC)-III year
15	16077046445008	PANDIRI HARIPRIYA	PANDIRI LINGAM	B.Sc.(BZC)-III year
16	16077046445502	BOLUMALLA REKHA	BOLUMALLA GANGADHAR	B.Sc.(BZC)-III year
17	16077046445505	GADDAM ANURADHA	GADDAM PRAMOD KUMAR	B.Sc.(BZC)-III year
18	16077046445507	KOMARAVELLY AMUKTHAMALYADHA	KOMARAVELLY SHEKAR	B.Sc.(BZC)-III year
19	16077046445508	MAGGIDI RAJITHA	MAGGIDI SHANKAR	B.Sc.(BZC)-III year
20	16077046441501	CHENNAVENI ASHOK	CHENNAVENI GANGASAIBU	B.Sc.(MPC)-III year
21	16077046441502	MANTHENA MANOJKUMAR	MANTHENA BHOOMANNA	B.Sc.(MPC)-III year
22	16077046468006	DYAVALLA SHAILU	USHAIAH	B.Sc.(MPCSc)-III year
23	16077046468007	HAJRA MUSKAN	MOHIUDDIN AHMED	B.Sc.(MPCSc)-III year
24	16077046468008	ILLENDULA GUNASHEKAR	ILLENDULA SRIRAMULU	B.Sc.(MPCSc)-III year
25	16077046468009	KELETI VAMSHI	KELETI GANGADHAR	B.Sc.(MPCSc)-III year
26	16077046468010	MADISHETTI NIKHIL BHARATH	MADISHETTI CHANDRAIAH	B.Sc.(MPCSc)-III year
27	16077046468013	MATTE SAGAR	MATTE GANGADHAR	B.Sc.(MPCSc)-III year
28	16077046468014	NALLA RAKSHITHA	NALLA PARANDHAM	B.Sc.(MPCSc)-III year
29	16077046468015	NELOFAR SULTANA	SHAIK GOUSE	B.Sc.(MPCSc)-III year
30	16077046468016	PENDAM SHIRISHA	DHANANJAYA	B.Sc.(MPCSc)-III year
31	16077046468017	PUTTI ARAVIND	P GANGADHAR	B.Sc.(MPCSc)-III year
32	16077046468018	RASABHAKTULA MADHAVI	RASABHAKTULA THIRUPATHI	B.Sc.(MPCSc)-III year
33	16077046468019	SAMIYA TABASSUM	MOHD AMJAD ALI	B.Sc.(MPCSc)-III year
34	17077046402008	GOPALAPURAM PRABHAKAR	GOPALAPURAM KRISHNA MURTHI	B.Com C.A. - II year
35	17077046402011	KONTHAM SRINIVAS	KONTHAM NARSAIAH	B.Com C.A. - II year
36	17077046402012	MARGAM AKHILA	MARGAM BHEEMIAH	B.Com C.A. - II year
37	17077046402015	ORUGANTI NAVEEN	ORUGANTI GANESH	B.Com C.A. - II year
38	17077046402016	PASULA PALLAVI	PASULA NARSAIAH	B.Com C.A. - II year
39	17077046402017	RAMAGIRI VINAY	RAMAGIRI VASANTH	B.Com C.A. - II year
40	17077046402018	RASABAKTHULA MOUNIKA	RASABAKTHULA RAVI	B.Com C.A. - II year

*E.A. K.*  
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