



By : Peshala Senani Wijesinghe

Soft Skills and Their Importance to Become an Effective Employee

People do different jobs that are related to different fields. They have many educational qualifications and advanced degrees, but if we want to become successful, we need some kind of special abilities or soft skills to make us professionally successful.

These soft skills can be defined as a collection of personality traits, behaviors, and social attitudes that people need to communicate effectively with others. These skills also help to successfully manage conflicts in any situation. There are different types of soft skills we need according to different situations, such as leadership skills, teamwork, communication skills, problem solving skills, flexibility and interpersonal skills. People who have good soft skills can manage any negative working environment and can manage their work towards positive results. These soft skills are especially important for higher positions because good leadership is needed to control people and to fulfill their aims and succeed in their work. Another benefit of soft skills in the workplace is that they help people change according to their environment.

Every company wants employees who are capable of supervising and directing other workers successfully and effectively. Companies need employees who can develop relationships across the organizational chain. Leaders must motivate, encourage, and lead their workers and build teams, managing conflicts within the team. Soft skills development is often a key component of leadership training. Leadership skills are very special and essential when we work in a company. When we have leadership skills, we can go on a long journey with happiness and success.

Communication skills are a kind of a very important soft skill which we need when we work at a job. In any place, we need to share our thoughts and ideas with others, and also, when we have conflicts, we can solve them easily if we have good communication skills. We have to have the ability to speak clearly and also with good sense and clarity. When it comes to communication skills, it is very important to have good facial expressions as well. Active listening should also be considered a key communication soft skill because it helps us listen to and actually hear what others say. You need to be able to listen to understand how to best communicate with someone. Without strong listening skills, any communication efforts will be one-way and probably ineffective.

The majority of workers perform as part of a team, department, or division, and even those who are not on an official team must work with others. You may prefer to work alone, but it's critical to show that you understand and value the need of teamwork and collaboration in order to achieve the company's objectives. This demonstrates that you have the soft skills needed to work together as a team.

Nowadays, companies need more workers who can adapt to the working environment in which they are working. And most of the time companies have tight schedules and rules. With fine soft skills one can adapt one's life styles to such situations easily. Companies want workers who can shift or change direction as they are needed. It is more important than ever for employees to be able to handle many different tasks and demonstrate a willingness to take on responsibilities that might lie outside their area of expertise.

This is a vast category of “people skills” and includes building and maintaining relationships and developing connections among the workers. It also includes giving and receiving constructive criticism, being tolerant and respectful regarding others' opinions, having empathy with them. This is one among the most important examples of all the soft skills because it is central to building teams with a strong foundation of trust that is must when the companies go towards their aims. Developing soft skills will make more valuable employee and increase the chances of career success.