

HARDS SKILLS VS SOFT SKILLS

Hard skills are teachable and learnable skill sets that can easily be quantified. For example, a secretary's typing skills can be measured in terms of words per minute or one's level of proficiency in a foreign language.

Soft skills are people skills that are not easily quantifiable. It is determined by the way we relate and interact with each other. They include communication, leadership, patience, persuasion, motivation, time management, teamwork etc. The only time that soft skills become meaningful is when one demonstrates that they possess such a quality.

Employers look for both skills during recruitment. A potential candidate is usually selected based on his/her hard skills because they are always in their resume. The soft skills will be evaluated when the employer is on the job. You must identify both your hard and soft skills and put the necessary emphasis on either or both during your job application process.

SOFT SKILLS REQUIRED BY EMPLOYERS

Over the years, employers have complained about the lack of appropriate soft skills in new employees. By understanding employers' need, individuals can strengthen their soft skills to make the cut. The good news is that these skills are transferable and can therefore be used in other different jobs. They are the right attitudes that once developed can be replicated anywhere and contribute towards a positive outcome for the individual, business, and society.

Communicating

Our level of communication is tested right from the application process and interviews before even securing the employment position. Communication is the backbone of all interactions within an organisation. The ability to listen, understand, take instructions, and express ourselves with enthusiasm when putting our ideas across are communication skills that auger well with everyone we interact with. Communication styles must change to suit the task at hand. For example, when we disagree with the other party, we must remain calm and composed without being aggressive in our words and emotions. Similarly, a good salesman must be cheerful, persuasive and a good listener.

Decision-Making

Our life is a consequence of decisions that we have both made consciously or unconsciously and we must take responsibility for the outcome. In business however, decisions must be