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SOFT SKILLS IS A PILLAR OF THE TEACHERS TEACHING EFFICIENCY - AN OVERVIEW

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ABSTRACT

The teaching and learning processes in all educational institutions the teachers should be capable to provide such knowledge and skills to perspective students. The curriculum process of the teacher should be capable of providing some knowledge and skills for teachers in conceptual and soft skills apart from hard skill. Infusing the soft skills in the curriculum of teachers and students is the need of the profession and learning for it to be successful. Soft skills are personal attributes that enhance the teacher's interactions with students, job performance and career prospects and hard skills which tend to be specific to a certain type of task or activity. We could say that soft skills refer to personality traits, social gracefulness, and fluency in language, personal habits, friendliness and optimism that mark to varying degrees. Soft skills complement hard skills which are the technical requirements of a Teaching professional can also be an important part of the educational institution, especially if the educational institution is dealing with pupils face to face. Learning is complete and holistic only when a student is able to effectively perform and fulfill his/her responsibilities and duties towards self, school, family, society and above all, the nation. The goal is to enable today's student to be a good citizen and a responsible human-being who is well-aware of his potential and competence.

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INTRODUCTION

Soft skills play an important role in resume writing, interviewing, job performance and finding success in communicating with people at work and in other areas of your life. Creativity is a broad ability incorporating many different skill sets

including other soft skills and technical skills. You can improve any soft skill if you make it a practice. Most soft skills are a matter of routine. Soft skills have more to do with who people are, rather than what they know. As such, they encompass the character traits that decide how well one

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interacts with others and usually are a definite part of an individual's personality. As a teacher, you will talk to and deal with a variety of people daily. And Soft skills for teachers will be visible in your ability to successfully fulfilling the needs of those individuals. Soft skills for teachers include communication, both oral and written, for receiving and distributing information effectively. Amongst soft skills for teachers, another cardinal one is teamwork. A group of students is a readymade team, successful teamwork is necessary to complete even the simplest of the tasks like group projects, peer to peer interaction, etc. Other soft skills for teachers include critical thinking, Leadership, and problem-solving skills, without which a teacher is unable to manage the class session behaviour or progress of students.

TEACHER

A teacher or educator is the person who is responsible for helping students acquire knowledge, become competent, and instruct them in high moral standards. One special teacher can inspire and motivate the student so that he/she feels as though nothing is difficult to achieve in this world, once you set your mind for it. As a polar opposite, this same student can go into another teachers' class feeling a sense of foreboding and no sense of self-worth.

TEACHER'S EFFICIENCY

An efficient teacher is one who knows how to handle the students in class for maximum learning of students and hence the need to possess certain information and skills.

SOFT SKILLS

Soft skills basically are some of the must have qualities that one need to possess like emotional intelligence, social skills, personality, career skills, communication skills, character, people skills etc to manage good relationships and succeed in life. Soft skills relate to how you work. Soft skills include interpersonal (people) skills, communication skills, listening skills,

time management, and empathy, among others. The person typically looks for job candidates with soft skills because they make someone more successful in the workplace. Someone can be excellent with technical, job-specific skills, but if they can't manage their time or work within a team, they may not be successful in the workplace.

Alternate names: Interpersonal skills, essential skills, non-cognitive skills

SOFT SKILLS WORKING TOWARDS INDIVIDUAL CARRIER

Soft skills are also important to the success of most employers. After all, nearly for teaching job requires teachers to engage with others in some way. Another reason hiring teachers look for applicants with soft skills is that soft skills are transferable skills that can be used regardless of the individual's job. This makes teaching job with soft skills very adaptable teachers. Soft skills are particularly crucial in customer-based jobs. It takes several soft skills to be able to listen to a customer and provide that students with helpful and compatible teaching process.

TYPES OF SOFT SKILLS

Soft skills include the personal attributes, personality traits, and communication abilities needed for success on the job. Soft skills characterize how a person interacts in his or her relationships with others.

SOFT SKILLS INCLUDE:

1. Adaptability
2. Communication
3. Creative thinking
4. Dependability
5. Work ethic
6. Teamwork
7. Positivity
8. Time management
9. Motivation
10. Problem-solving
11. Critical thinking

- Conflict resolution
- Figure shows that the soft skills for the teachers**

Soft Skills for Teachers

- | | |
|---------------------------|---------------------------|
| ✓ Effective Communication | ✓ Group Dynamics |
| ✓ Listening Skills | ✓ Goal Setting |
| ✓ Presentation Skills | ✓ Dealing with Criticism |
| ✓ Body Language | ✓ Discussion Management |
| ✓ Knowledge Management | ✓ Conflict Resolution |
| ✓ Time Management | ✓ Problem Solving |
| ✓ Student Motivation | ✓ Art of Asking Questions |
| ✓ Praising & Rewarding | ✓ Giving Instructions |
| ✓ Constructive Feedback | ✓ Eliciting Skills |
| ✓ Interpersonal Skills | ✓ Mentoring |
| ✓ Negotiation Skills | ✓ Avoiding Ennui |

SOFT SKILLS FOR TEACHERS FOR ONLINE TEACHING

Online teaching is fast becoming the norm, especially with the new state of the world. You as a teacher are deeply driven and focused to deliver the online classes. But in the course of these classes, you are also practicing and honing your skills, developing new ones as well. Online teaching is here to stay and is the future of education. Tech for online teaching is already available and becoming more sophisticated to make this mode a feasible option. You are already teaching online, so you have already become part of the Teaching journey. You are a subject matter expert in your file, but to become a resounding success your soft skills need to be perfectly honed. These skills can't be taught from a book nor can they be quantified, they can only be experienced. Soft skills include communication, leadership, critical thinking, problem solving, planning, active listening,

passion, empathy, cultural awareness, compassion, and many more. But these are things that make us human. And a great teacher embodies all of these qualities to bring the most memorable experience to the student.

SOFT SKILLS ARE PILLAR OF TEACHERS

- ❖ **Helps them make their classes more interesting:**


If teachers wish to have a powerful impact on their students and make their classes lively and memorable it is vital that teachers have soft skills. Without proper soft skills, they will be unable to have proper classes and deliver their lectures in a proper manner. As we all know, students have a very low attention span and their attention needs to be attracted by the use of innovative techniques. A teacher who has soft skills will be able to modulate her voice and even make charts according to the need of the moment so that students are able to grasp the maximum amount of knowledge.

- ❖ **To serve as an example for the students:**

Soft skills are things which cannot be taught via a book or by a long lecture. Students need to improve soft skills by observing their teachers. If teachers are exemplary examples for their students then the students grow up becoming exemplary individuals who are able to make a success of their lives and also contribute very positively to the society in which they live. It is vital that all teachers who are hired on board to schools are able and skilled individuals who know the important roles which they have to play in the students' lives. It is for this reason why recruitment methods have to be absolutely strict and top notch.

- ❖ **To interact with students at their own level:**

Students are young individuals who are very impressionable and it is for this reason, that

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the teachers who are entrusted to take care of them and teaching skills should be very able and abounding. It is important for teachers to have soft skills, because if they do not have soft skills, then they will never be able to give the students lessons and lectures according to their respective ages and cognitive ability. Their lectures will either be too high-flown, where it will go straight above the students' heads or it will be of an inferior quality consisting of things which students already know at that level.

❖ **Enables them to be good leaders:**

Teachers need to be good leaders and command respect so that their students listen to what is said to them and obey instructions which are given. If a teacher is frivolous and unable to have a serious and stern manner then students are going to end up becoming rather undisciplined. Having soft skills is vital for teachers so that they can be good leaders who are able to lead the students from the front and in turn encourage the students to become good leaders themselves. Lessons taught in school do remain with children long after their schooling has been completed and that is why the teachers must be chosen with uttermost care.

❖ **Makes them much more approachable:**

There is a fine line which ought to be maintained between the teachers and students. This means that both should maintain a respectable distance between each other. This having been stated it does not imply that the students should shy away from sharing any issue or problem with their teachers. Teachers should function as advisors and a guide for their students and it is only if they have soft skills that they will be able to guide the students along the right path and give them useful advice. Teachers should not be so aloof that the students feel afraid to approach them when going through a problem of any kind.

❖ **Allows them to be sensitive to the needs of the children:**

It is very important that teachers have soft skills, because if they are lacking in soft skills, they will not be sensitive to the needs of those students. There are often silent students who need to be encouraged so that they come out of their shells and in addition to that there are other students who need to be given extra attention. It is only a sensitive teacher who has high emotional intelligence that will be able to look below the surface and differentiate one child from the next. No two children are alike and teachers should understand that.


TEACHER SOFT SKILLS FOR SETTING HIGH EXPECTATIONS

• **Don't praise low quality work.**

In the book of High Expectations in Teaching, researcher and educational consultant Jon Saphier declares, "Praising low quality work communicates low expectations." Communicating that message can have grave consequences. If you communicate low expectations to already underachieving students, "you are not, pushing them to meet standards they could actually reach." While you may encourage students with good intentions, doing so when they hand in or deliver substandard work can negatively impact the learning process on a fundamental level. This highlights the importance of using praise and rewards strategically -- and emphasizes the significance of using feedback correctly as a teacher.

• **Check for understanding**

Teachers with high expectations don't want any students going out the door without knowing where they stand on the day's content. Check students' understanding (for example, by doing a formative assessment) as a dedicated daily (or, to start, weekly) commitment in every lesson. For example, checking questions, performing over-the-shoulder observations of student work, and

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listening in to group talk are all strategies you can use to communicate your high expectations as a teacher.

- **React to changes in performance**

A dramatic downturn in a student's performance represents an opportunity to send strong messages surrounding your academic expectations. Such a remark from a respected teacher can, according to Jon Saphier, "be a powerful spur to a flagging student." Note that the language around reacting to negative behaviors -- as with writing report card comments -- requires tact and subtlety; ensure that you frame the comment in a way that provokes the student to consider their own ability to do well. Try to get your students to consider not only that they have the ability to do well, but there is something they have done to bring about the result.

- **Deliver feedback according to criteria for success**

Research on teaching skills shows positive feedback to be a critical skill for teachers to master, with middle school teacher Hattie Marzano writing, the most powerful single modification that enhances student achievement is feedback. Skilful feedback does not simply declare work to be right or wrong, but enables self-correction and self-adjustment. If your feedback is actionable, frequent, detailed, and specific, students will understand you want them to succeed and are supporting them in their effort to master materials.

Figure shows the different types of soft skills for the teachers



TEACHERS SOFT SKILLS TO BUILD STUDENT CONFIDENCE

- ❖ **Make learning goal-oriented**


If you set defined goals with your students at the beginning of the school year or even of each lesson the whole class will have a better understanding of its individual and collective accomplishments. To make learning more goal-oriented, make decisive statements about the day's learning goals. Cultivating this perspective helps students take confidence from their own progress, boosting learning outcomes and motivation.

- ❖ **Instill a growth mindset**

According to psychologist Carol Dweck, a fixed mindset conceives of student skills as rigid and inflexible. In contrast, a growth mindset views student learning as fluid and changing, and aims to develop children's skills and talents through effort and persistence. The growth mindset, Dweck notes, helps students become more receptive to lessons and feedback. While the details of the pedagogy can be subtle, a few common ways to instill a growth mindset include actions as simple as encouraging students to expand their answers more consistently or using success folders.

- ❖ **Reassure your students verbally**

As elementary teacher Todd Whittaker argues, if you want a student to believe in himself, "then actually *tell* him that you believe in him, that you will not give up on him, that you understand his struggles, and that you are there for him. Far

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too many teachers forget to do this -- to tell and show their students they actually believe in them.” Among the many research-driven discussions of pedagogy and teaching strategies, it can be easy to forget the power of simply reassuring and encouraging your students verbally to instill confidence in their abilities.

❖ **Harness the power of EdTech**

Most teachers agree educational technology is a useful teaching tool: In a study conducted by the Joan Ganz Cooney Center, almost 80% of K-8 classroom teachers surveyed said that digital games have “improved student mastery of curricular content. Using educational technology in the classroom makes it easier to teach students of all learning backgrounds, helping teachers bring even the most timid of students out of their shells. Curriculum-aligned math games, such as Prodigy, boost student confidence and learning outcomes.

BENEFITS OF SOFT SKILLS

Soft skills benefit in teaching when they are practiced on a institutions-wide basis. For example, a collaborative spirit among teachers is important. Team spirit of teachers who are able to work well with people of different generations and backgrounds are generally more productive and better able to focus on common priorities. Efficiency and output improve when workers collaborate by sharing knowledge and tools to get jobs done. The ability to learn new methods and technologies also is a desired soft skill for all teachers. Educational institution that value learning as a soft skill recognize various learning styles and encourage workers to pursue the methods that work best for them.


Conclusion

Soft skills are a combination of how you interact with people, communicate, your attitude, personal qualities, habits, which make you accomplish your tasks, adjust to environments, and have a huge impact overall. Soft skills are more important than ever for

success in the workforce, given that the modern work environment places such a high priority of teamwork and communication. However, the modern school curriculum leans very heavily on teaching hard skills. As such, it falls to teachers to find ways of integrating soft skills into their current instruction. Teachers can get an idea for how to integrate soft skills into their instruction from several resources. However, there are always going to be some general principles to follow. Teachers should create or adapt existing activities so that there is a heavy emphasis on group work, independent research, and communication between peers, time management, and presentation. By placing a strong emphasis on group dynamics, teachers can mimic the sort of work environment that many students will find themselves in once they leave school behind for the workforce.

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