

Understanding Soft Skills

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UrbanPro Awards 2024 – Top 100 Tutors in India | Top 10 in Spoken English | Top 10 in Communication Skills | Top 10 in Personality Development | Top 10 in Soft Skills

What are Soft Skills?

Soft Skills are the personal and interpersonal skills that define how you interact, behave, and perform in professional and social environments. They are not about technical knowledge. They are about how you work with others and how you present yourself.

Soft Skills include:

- Communication and active listening
- Teamwork and collaboration
- Time management and organization
- Adaptability and emotional intelligence
- Conflict resolution and decision-making
- Leadership, ownership, and responsibility

In the workplace, soft skills are just as important as technical skills—sometimes even more.

Why Soft Skills Matter

- Help you become a better team player and problem solver
- Increase your chances of getting hired or promoted
- Improve your confidence in workplace communication
- Strengthen your leadership, presence, and professionalism
- Help you handle stress, feedback, and group dynamics effectively
- Make you stand out in interviews, meetings, and client interactions

What I Focus On in Soft Skills Training

- Communication clarity, tone, and listening practice
- Body language, confidence, and presentation presence
- Emotional regulation, conflict handling, and mindset training
- Real-life workplace scenarios and roleplays
- Time management, accountability, and follow-through
- Team-based thinking and positive work culture habits
- Assertiveness, negotiation, and professional etiquette
- Personalized feedback to build your career strengths

Your degree gets you through the door.

Your soft skills decide how far you go.

— Arjun Lyngdoh

UrbanPro Certified Trainer, 2024