

- ◆ Vinoti Ojha Triwedi, 2022, Gender School and Society, Agarwal Publication
- ◆ Veera Thakur, Work Education Gandhiji's Nai Talim and Community engagement, Thakur Publication, Lucknow
- ◆ Suman Lata and HL Khatri, 2016, Education and Society, Bookman Publication, Delhi



*S. R. Zaidi*

Principal  
Bhilai Maistri College  
Risall Sector, Bhilai

## Methods of Skill Development

**Dr. Shalini Verma,**  
Assistant Professor  
Bhilai Maistri College, Bhilai, Chhattisgarh

The intuitive mind is a sacred gift and the rational mind is a faithful servant. We have created a society that honors the servant and has forgotten the gift.

**Albert Einstein**

Without the right skills, you will only frustrate yourself, waste your time, and spend a lot of time dealing with rudimentary issues caused by the lack of knowledge or lack of skills, as opposed to progressing in your goal.

A skill is the ability to perform a task in a competent manner within a prescribed span, energy, or both. Skills can be classified as general and specific. For example, in the domain of work, some general skills consist of time management, teamwork, leadership, self-motivation etc. Whereas specific skills are required only for a particular job. Skill requires certain environmental stimuli and situations to assess the level of skill being shown and used.

### Types of Skills

1. **Functional Skills:** In these skills, the actions are taken to perform a task. They are transferable to different work. They are based on ability and aptitude. They denote the functions like to organize, to promote, to analyze etc.
2. **Personal Traits Skills:** It contributes personal traits or attitudes such as patience, diplomacy, result-orientation and independence to perform work. It is developed in childhood and through life experience.
3. **Knowledge Based Skills:** These skills can be acquired through education, training and on the job experience. They help to

- perform a particular task. The person should have the knowledge of specific subjects, procedures etc.
4. **Labor Skills:** Skilled workers are active, energetic and economically productive. They are of great demand abroad due to their caliber, potential and skills.
  5. **Life Skills:** An ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carry out complex activities involving ideas (cognitive skills), things (technical skills), and/or people (interpersonal skills).
  6. **People Skills:** It is the ability to communicate effectively with people in a friendly way, especially in business. It includes both social and psychological skills. People skills means to understand ourselves and to moderate our responses, to talk effectively and empathize accurately and to build relationships of trust, respect and productive interactions.
  7. **Social Skills:** It is any sort of skill which facilitates interaction and communication with others. In social skills, social rules and relations are created, communicated and changed in verbal and nonverbal ways.
  8. **Soft Skills:** Skills relating to personality and tend to be transferable, such as communication, leadership, time management, stress management, decision making, adaptability, ability to deal with adversity, and networking.
  9. **Hard Skills:** Hard Skills relating to any specific task; they are usually easily quantifiable. They tend to be knowledge-based, such as proficiency in a subject, certification, and technical skills. Fluency in Spanish, skills in XYZ software, graphic design, and programming are all hard skills.

### **Other Types of Skills**

By the way, there are many categories of skills, which any person can decide to develop in himself. But here below we are giving some examples of types of skills, by mastering them, one can acquire those skills.

### **1. Job skills**

Companies or employers are always looking for candidates, who have the appropriate skills available to do that particular job so that they are able to perform every task and responsibility well. Job skills include the following skills.

- ◆ Verbal Communication
- ◆ Non-Verbal Communication
- ◆ Written communication ability
- ◆ Ability to encourage
- ◆ Negotiation Ability
- ◆ Technical skills
- ◆ Organizational skills
- ◆ Accounting skills
- ◆ Finance skills
- ◆ Customer Service Ability
- ◆ Ability to mentor and coach others
- ◆ Maturity
- ◆ Ability to be patient
- ◆ Ethics and honesty
- ◆ Presentation skills
- ◆ Integrity and authenticity
- ◆ Interview Proficiency and Diplomacy
- ◆ Ability to complete work on time
- ◆ Scheduling, reporting and time management

### **2. Leadership Skills**

When a person has to provide leadership in the organization of company, he should have the following skills.

- ◆ Decision-making ability

- Hospitality
- Emergency thinking
- Strategic planning
- Conflict resolution ability
- People management skills
- Problem-solving ability
- Offer good advice
- Active listening power
- Administrative skills
- Pay attention to details
- Generate report
- Organize productive meetings
- Business intelligence skills
- Data analysis ability
- Collaboration Ability
- Ability to provide team leadership
- Staff development
- Ability to set priorities
- Budget provision
- Change management skills
- Adopting innovations
- Business agility
- Provide feedback
- Business observation skills
- Ability to imagine

### 3. Organizational Skills

The person leading the team in a business environment must have

the skills to organize the inputs and the outcomes associated with them.  
Organizational skills include the following things.

- Ability to classify data
- To coordinate
- Project management
- Setting objectives
- Analyzing information
- The ability to understand things digitally
- Ability to follow instructions
- Reasoning skills
- Ability to do multiple tasks at once
- Execution Skill
- Ability to increase productivity
- Placement Management Skills
- Event coordination
- Ability to assess and evaluate
- Design skills
- Office management
- Development planning

### 4. Personal Life Skills

Personal life skills include the following.

- Willingness to cooperate
- Curiosity
- Perseverance
- Dialogue
- Ability to adapt to any environment
- Driving, Studying, Ability to make a household budget

- ◆ Ability to balance your personal accounts
- ◆ Basic finance skills
- ◆ Ability to list groceries
- ◆ Cleanliness
- ◆ Ability to keep the house tidy
- ◆ An eagerness to shop for oneself and oneself
- ◆ The quality of being motivated
- ◆ Stress management skills
- ◆ Laugh and laugh

#### **What is a soft skill?**

Soft skills are those interpersonal qualities inherent in a person, which he/she needs to be successful in the workplace. How you work with others is based on them. In simple language, such skills which are not technical are called soft skills. These enable any person to stay fit at his/her workplace. These include personality, attitude, conduct, flexibility, etiquette qualities of the person.

Soft skills are very important for any person. Because in most of the cases during the interview, employers and companies evaluate and analyze the soft skills of a candidate. And on these grounds decide whether to keep a candidate or not. These mainly include

**Effective communication whether it is written, oral, social, presentation, or public speaking**

- ◆ Ability to solve problems.
- ◆ Basic ethics and etiquette.
- ◆ Creative mind.
- ◆ Ethics and honesty towards work.
- ◆ Ability to resolve conflict.
- ◆ Positive thoughts and ideas.
- ◆ The habit of working in a team.

- ◆ Research ability.

#### **What is a hard skill?**

Hard skills are also called technical skills. These are acquired through education, practical experience and training. And it can be different for a specific job and different for any other job. That is, say, a driver must know how to drive, and he will need time training to learn to drive. No company or individual shall employ a person who does not know how to drive.

Therefore it can be said that hard skill is the technical skill required to perform a certain task. Or it can also be called a set of specializations. Here is a list of some of the major hard skills in 2021

- ◆ Social media marketing
- ◆ Video editing
- ◆ Graphic design
- ◆ Computer management
- ◆ Server maintenance
- ◆ Engineering
- ◆ HTML/CSS/JavaScript
- ◆ Database Management and Software

#### **Skill Development**

Skill development is a process that generally identifies the skills gap among the youth and provides the training and information needed to fill that gap. The main objective of skill development is to enhance the potential of an individual. For this proper guidance, proper infrastructure, proper opportunities are provided, so that they can be helped in achieving their aspirations.

Education and skills are extremely important for everyone. Because on the basis of these it is decided that which person is worthy of doing what work. Therefore, these two components can be called the roots of the economic development of any country. This is the reason that the central and state governments along with their skilling

partners run various programs to skill the youth. Through skill development, more growth in business profits, better performance, better accuracy, better quality, better communication, better recruitment and better career opportunities can be achieved.

### **Why is Skill Development necessary?**

In today's age of globalization, skill building is the significant tool to increase the strength and quality of labor for improved productivity and economic growth. Skills and knowledge development are the essential forces behind the financial growth and community development of any country. Skill building is a powerful equipment to empower individuals and improve their social acceptance. It must be complemented by economic growth and employment opportunities to meet the rising aspirations of youth. It is an important ingredient to push the production possibility front line outward and to take the growth rate of the economy to a higher route. The challenge lies not only in a huge quantitative expansion of facilities for skill training, but also in raising their quality. India can then become the global sourcing hub for skilled employees. India's target is to become a global economic powerhouse. In order to attain this goal, it should equip its workforce with employable skills and knowledge. Honorable Prime Minister Shri. Narendra Modi addressed the nation at the outset of Independence Day 2014 speech,

### **How to Improve Skills?**

Enhancing skills i.e. improving them can play a major role in improving our professional and personal life. Improving skills leads to better opportunities, and new avenues of employment open up for us. So let us know how an aspirant can improve our skills.

1. There are some skills that are more in demand than others. In this way, we can make a list of those skills. And can also assess our own efforts and abilities to improve those specific skills.
2. Try to find out why we need to improve that skill. And how we can make life better by improving that particular skill. After that don't hesitate to invest money on training and courses related to

that skill to improve it.

3. Set a time limit to improve our skills. And also make sure we are willing to improve on that skill.
4. No matter how determined we may be, sometimes frustration, disappointment in adversity can also prevent us from improving our skills. So be sure to choose a coach or a preacher. Which will keep our enthusiasm from time to time.
5. Once we have set goals and milestones, a plan will be needed to get them off the ground. This will include dividing the skills into different modules and planning for the specific tests and continuous practice required for each skill.
6. If we want to improve our skills, then actively participate in professional organizations that provide such training, leadership training classes, etc. So that we can get support from them when needed.
7. It is also our responsibility to monitor how much our skills have improved. For this, we can ask ourselves, others, and measure our performance by evaluating it.
8. Get into the habit of developing skills and learning new things. And one day it will come that we will start enjoying it. And the process of improving our skills will make us feel a pleasant experience.

### **Tips for acquiring & mastering new skills**

It's worth bearing in mind some of the following tips when looking to acquire and master new skills:

1. **Create a schedule with fixed study times**  
Creating structure for your study plan makes it much quicker and easier to acquire and master new skills.  
Choose a time that fits in with your natural daily routine. For example, morning people get the most out of study by starting early. Others only pick up steam later in the day, in which case it's best to plan study time in the afternoon.

## **2. Get feedback**

To put new skills into practice as effectively as possible, it's essential to get regular feedback. Good feedback allows you to reflect more deeply, which is vital to the learning process.

Take the time every day to reflect on the progress you're making.

What went well? What do you want to improve on next time? Self-reflection strengthens your personal growth and allows you to monitor your progress.

## **3. Start with core skills**

If you have little prior knowledge about a new skill you're about to learn, it can all seem a bit daunting.

Most skills consist of core skills (core competences) and secondary skills. But what's the difference? The core skills are essential to learning a new skill, whereas secondary skills are useful, but not essential to mastering this skill.

For example, to become a writer, mastery of a language is a core skill, whereas marketing is a secondary skill. We recommend starting with the core skills. 6. Learn from experts

## **4. Take things step by step**

Acquiring and mastering a new skill is often a long and complex process. That's why it's worth your while splitting it into a series of smaller steps. Setting milestones like this also helps you monitor the progress you're making.

## **5. Learn from other people's experience**

The key to humankind's success has been its ability to build and improve on other people's inventions and experiences. This applies equally to acquiring and mastering new skills. Who do you know with the relevant experience and the skills you're looking to acquire? Do they have any tips for you? And what pitfalls should you be on the lookout for? Study the experts in your relevant field. Who are the authorities? Why are they so good and what makes them authorities in their subject area? Capitalize on this and use their tricks, tips, experience, and knowledge to expand your skill set.

## **7. Find a mentor**

Perhaps there's a senior employee in your organization who could mentor you towards mastery of a specific skill. Ask them whether they'd be prepared to fulfill this role. Most people are more than willing to help and will gladly share their knowledge with others.

## **8. Set realistic goals**

Set tangible and realistic goals for yourself. Don't make them too big or insurmountable. This often has a demotivating effect or slips you in your tracks before you even start! Acquiring and mastering new skills involves setting realistic, positive, and challenging goals that inspire you each and every day.

## **9. Take action**

A skill is more than just theoretical knowledge. Although theory may form the basis, acquiring and mastering new skills ultimately involves putting theory into practice. Learning by doing is vital to mastering or honing your skills.

## **10. Know thyself**

Last, but by no means least, a modicum of self-insight can help enormously. What are your strengths and weaknesses? What qualities, talents, and character traits do you have to help you learn a specific skill? Asking yourself these questions generates the insight required to learn more effectively.

## **Skills Taxonomies**

### **The psychomotor domain**

The same issue applies to his psychomotor domain, however there are other deeper issues with skills development that many human development (L&D and educator) professionals don't really understand.

The point Bloom was trying to make was that learning and teaching/coaching/tutoring in any domain should be aimed at helping the learner to master their abilities with knowledge, thinking, skills and control over their own emotions, beliefs and values. He was trying to get away from the idea of 'shallow' learning or a situation where

teachers/trainers etc. think they have done their job simply by presenting information. When you look at many L&D programmes, workshops and even coaching events it makes you wonder, given that this work was done in the 1940's and 50's, what progress has actually been made. The first issue with Bloom's psychomotor domain was that it was largely only sketched out and was unfinished at his death. As a result it wasn't very useful. Bloom had arrived at three levels of psychomotor development when he died:

- ◆ Competency
- ◆ Proficiency
- ◆ Mastery

This in itself isn't that useful beyond describing a progression of skill and the fact that we are aiming for mastery, a place where the skill is instinctual. Since Bloom a number of people have further developed this domain. Probably the most used framework is what is called the Dave version of the psychomotor domain, named after one of Bloom's students R.H. Dave. This comprises

- ◆ Imitation - copying an instructor or other skilled person
- ◆ Manipulation - reproducing the actions from memory
- ◆ Precision - Becoming reliable and building speed and precision
- ◆ Articulation - Being able to adapt and fit the skills to a new context
- ◆ Naturalization - This is the point at which the skill becomes instinctual and we do it without thinking.

Other less well known skills taxonomies

#### **Simpson's psychomotor taxonomy**

1. Perception - Awareness that something new needs to be done that they haven't done before
2. Set - Becoming ready
3. Guided response - being instructed
4. Mechanism - learning the basics of the skill

5. Complex overt response - Becoming more expert
  6. Adoption - learning to adapt the response in new situations
  7. Origination - creating new responses
- The issues I have with this is that not all skills development is guided, many of our skills are self taught and that we are often creating new responses (shortcuts) even before we have embedded the original skill.

#### **Harrow's psychomotor taxonomy**

1. Reflex - instinctual and involuntary reaction to the situation or stimulus/trigger
2. Basic movements - really simple actions
3. Perceptual abilities - simple perception of the context and when to do what
4. Physical abilities - having the skill or fitness to carry out the operation
5. Skilled movements - More refined and expert actions
6. Non-discursive communication - creates and communicates meaning through their actions

There are a few issues that need to be considered with skills development...

#### **Skills come from 4 things**

#### **Skills are the culmination of four things**

1. **Capability** - The capability of a person reflects the alternative combinations of functions the person can achieve, and from which he or she can choose one collection.

The Seven Capabilities.

- ◆ Literacy.
- ◆ Numeracy.
- ◆ Information and Communication Technology Capability.
- ◆ Critical and Creative Thinking.
- ◆ Ethical Understanding.

Nai Talim: An Experiential and Skill Based Learning

- ◆ Intercultural Understanding.
  - ◆ Personal and Social Capability.
2. Ability - abilities that allow you to work well with others during conversations, projects, meetings or other collaborations. Having teamwork skills is dependent on your ability to communicate well, actively listen and be responsible and honest.
  3. Motivation - Motivation is an important factor which encourages persons to give their best performance and help in reaching enterprise goals. A strong positive motivation will enable the increased output of employees but a negative motivation will reduce their performance. A key element in personnel management is motivation.
  4. Provocation - Do they know when and how to start doing or activate the skill or behavior This is the trigger.

Conclusions

Skills development is more than practice. You also need:

- ◆ Persistence and motivation
- ◆ Perception - To build the skills of perception to get feedback from the environment
- ◆ A trigger or know when to take what action and in what order
- ◆ And practice with feedback

Skills are not just psychomotors. The areas of skills development include and often involve a mixture of development in the following areas:

- ◆ Olfactory skills (smell)
- ◆ Auditory skills (hearing)
- ◆ Tactile skills (touch)
- ◆ Visual skills (seeing)
- ◆ Gustatory skills (taste)
- ◆ Cognitive skills (thinking, reasoning, recognition, discernment, creativity and awareness)

- ◆ Affective or emotional skills (being able to recognise, identify and change our own and others emotions at will)
- ◆ You also need to think about, plan and train for failure and change
- ◆ What happens when for example the skills you are developing don't work anymore or the context changes?
- ◆ Practice makes perfect, but it also locks you in. Train to be adaptable as well.
- ◆ Practice in the context the skill is needed.
- ◆ Try new things and create new ways of doing things (unless someone's life depends on it). You never know.
- ◆ Skills development and behavior/habit change are the same thing
- ◆ Skills development doesn't occur in a vacuum. Pre-existing and developing thoughts, skills, perceptions, habits, behaviors and emotions can all either slow down skills development or help! Don't ignore them.

References

- ◆ Bennett, N., Dunne, E., & Carré, C. (2000). Skills Development in Higher Education and Employment. Taylor & Francis, Inc 7625 Empire Dr., Florence, KY 41042.
- ◆ Bloom, B. S., & Committee of College and University Examiners (1964). Taxonomy of educational objectives (Vol. 2). New York: Longmans, Green.
- ◆ Dave, R.H. in Armstrong, R. J.(ed) (1970). Developing an Writing Behavioral Objectives. Tucson, Arizona, USA: Educational Innovators Press
- ◆ Delaney, Y., Pattinson, B., McCarthy, J., & Beecham, S. (2017) Transitioning from traditional to problem-based learning management education: the case of a frontline manager skill development programme. Innovations in Education and Teaching International, 54(3), 214-222.