



## The Role of Soft Skills in Continuous Education in a Person's Career and Life

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**Annotation:** In this article, the role of continuous education of soft skills in human life is analyzed in accordance with the state education standards, and it is oriented towards the formation of universal competencies. There are several approaches to the interpretation of these competencies in modern literature. In particular, the concepts of "vitality" and "adaptability" of skills are used. The purpose of the article is to determine the possibilities of using these concepts in continuous education and their role in human life.

**Keywords:** continuous education, soft skills, universal competencies, life and adaptability skills, types of education.

### Introduction

The policy of the state of Uzbekistan in the field of education is closely related to the implementation of the concept of development of the higher education system until 2030 in all types of continuous education. The relevance of this concept is explained by the fact that with the rapid growth of the digital economy, the need for personnel to constantly work on themselves and the need for not only personnel with a narrow set of specialized skills, but also specialists with a wide range of universal competencies. Universal competences are currently defined as SOFT SKILLS, i.e. acquiring vital and adaptive skills. When life and adaptability skills are considered as important and foundational knowledge and skills, it can be clearly seen that they enable a person to succeed in his chosen career. Also, the scientific works devoted to the formation of these skills will further enrich the local scientific and popular scientific publications. As a result of a random search of scientific articles of 2009-2019 on this topic, more than 46 scientific works of authors dealing with the formation of life skills were identified. The idea of these articles is united within the framework of the principle of continuous education.

Continuing education as the main component of the national model of personnel training is the basis of qualified competitive personnel training and includes all types of education, state educational standards, the structure of the personnel training system and its operating environment. In turn, the goal of the "National Personnel Training Program" is to fundamentally reform the education sector, free it from the ideological views and prejudices of the past, and create a national system of highly qualified personnel training that meet high moral and ethical requirements at the level of developed democratic countries.

This proves that the above-mentioned Concept is a logical continuation of this program in its modern interpretation. For example, among the tasks of the program, the system and content of personnel training is aimed at restructuring based on the prospects of social and economic development of the country, the needs of society, modern achievements of science, culture, technique and technology, the formation of SOFT SKILLS in learners, approval of the concept of development of the higher education system of the Republic of Uzbekistan until 2030 about.

However, there is a gap between the existing traditional educational system, i.e., the educational programs used in the continuing education system, educational processes, and the requirements



claimed by "future competencies"<sup>3</sup>. This increases the relevance of applying SOFT SKILLS to the continuing education system. What does SOFT SKILLS mean? Why is it being equated with life and adaptability skills? The origin of the concept of SOFT SKILLS goes back to the development issues of the military sector in the USA in 1959.

According to him, scientists considered it appropriate to divide the skills into 2 types during their research on employee competencies. They divide them into professional skills (hard skills) and personal qualities (soft skills).

### **Material and methods**

This is because he found that much of the success in war depends on how the soldiers in battle are led. Curriculum is not taught to do this. At that time, working skills related to physical objects were formed. The measurement that exists in human thinking is complicated, its essence is not understood - it is related to soft skills. Currently, these words are more and more common in the Uzbek language in job applications. If we express these two concepts simply and succinctly, we will have the following content: Hard skills - skills can be mastered on the basis of studying in an educational institution. Examples of this include mastering a foreign language, programming, and driving skills. For this, it is enough to master the intelligent algorithmized instruction. In the process of mastering, more of the left hemisphere of the brain (logical) works, a higher level of IQ (intelligence quotient) is required. (Intelligence quotient) is required.

Soft skills cannot be confirmed by any diploma. This is a person's resourcefulness, restraint, creativity, ability to adapt to the situation, not to lose oneself in tense situations, and to adequately control one's actions. When mastering these skills, the right hemisphere of the brain (creative) works, a high level of EQ (intelligence quotient) is necessary. (Emotional intelligence) is preferable. What are soft skills?

Soft Skills is translated from English as the concept of flexible or soft skills. These concepts are expressed as life knowledge rather than professional knowledge. At the core of this concept are the qualities related to the profession along with the set of skills related to the non-specialist form of activity. Soft skills are not related to a person's direct work activities, but these skills allow him to achieve high productivity in his profession and help him to perform the tasks he has set before him more successfully. In this case, employers eagerly hire personnel with such flexible skills.

However, until now, in any higher education institution (especially in our country), these skills are not consciously instilled in the minds of students. To date, there is no general classification of Soft Skills, i.e. flexible or life skills, because the precise quality and quantity of skills that fit within the definition of these skills are not recorded. Also, these skills are complemented by specific features of thinking - speed, creativity, flexibility, systematicity. The analysis of scientific works on this topic helps to draw a conclusion about subtle differences in the content of concepts, important areas of application of these concepts in continuous education, and possibilities of use.

### **Result and discussion**

What accelerates progress itself? When a person determines the direction of work on himself, he seeks to know the actions that lead to progress in the direction of choice. What prevents a person from developing:

1. Unclear goals, confused plans, lack of understanding in which direction to take actions and why it should be done;
2. Unwillingness to radically change something in one's work and personal life;
3. Fear of starting a new job that no one has done yet. Preferring to follow the "beaten path".



4. Reluctance to take time to reflect on one's actions and results;
5. Non-interest of the second party.

Competencies specific to Soft Skills. As mentioned above, Soft Skills do not have a clear classification, but experts study them by dividing them into four leading areas:

1. Basic communication skills. They allow the development of mutual relations, form the ability to conduct a conversation, and help to act adequately in tense situations.
2. Self-management skills. They help a person to be able to control his behavior and situation, to use time rationally.
3. Productive thinking. It is represented by the ability to control one's thoughts, to be able to adapt properly, to be able to direct.
4. Management skills. It is necessary for everyone who takes on a leadership position at some point.

There are soft-skills that match each direction. Communicative skills include the ability to listen, persuade and argue, build and maintain relationships, negotiate, and make social presentations. Self-management means the ability to manage oneself, control stress, monitor personal improvement, know time management, show initiative, be persistent, and approach work with enthusiasm.

Recommendations on how to develop soft skills help everyone to actively move forward. It is necessary to take into account the following general rules:

1. It is necessary to turn the development into a continuous process. In turn, it is necessary to have experience, to be able to solve complex tasks, to act better than in a simple way. The main thing is not to stop.
2. Learning to plan the stages of development competently;
3. Use of different forms;
4. To show curiosity, to study the happenings around.
5. It is very important to choose areas of work that will be of real importance.
6. Forming the habit of reading more is an excellent solution. Therefore, the planned start of each work will help to eliminate the negative consequences of this work in time, and most importantly, the successful completion of the work.

In turn, an individual plan for the formation of soft-skills can be developed at any convenient time. It is important that a person consciously takes responsibility for his personal development. It is not appropriate to assign a task to someone or make someone the cause. During planning, it is necessary to distinguish three important bases:

1. It is necessary to determine the development and goal setting in which area. For this, it is necessary to analyze the obstacles that may be encountered on the way, to get the support of qualified people in this field.
2. What exactly needs to be developed. (skills/competencies)
3. How development will take place (choice of appropriate tools) If there are no further questions about the main part of the plan, it is possible to move on to the step-by-step design of its implementation.



How to develop soft skills? At work, it is not intended to achieve results that will have a quick effect. It takes time to master this or that skill. It is necessary to take into account the following.

- Establish feedback
- Work on yourself
- Learning and mentoring with the help of others
- Performing special tasks.

### Conclusion

In the science of pedagogy, in this case, the elementary and "survival" skills of self-service are considered as compensation for individual social skills lost due to derailment of cognitive or other processes in society. In psychological sciences, the concept of "life skills" is used according to the psychological age of a person.

Selection of optimal methods of knowing, memorizing and memorizing mnemonics for memory development. Understanding interpretation, explanation through examples, classification of events and their generalization, use of models with logical meaning that form the content of educational material based on the expression of drawing conclusions. Conceptualization of existing information (generalization into a whole system, for example, understanding the world), communicative skills (explanation, comparing the private view of the world with that of the model, its importance to others, etc.)

Socio-emotional skills: the ability to take responsibility, show leadership skills and initiative, control one's emotions, understand the emotional state of one's partner in communication, and choose the appropriate ways to communicate with him. Therefore, the competencies of modern people living in the 21st century must meet the requirements of the transforming society and state economy.

It is thanks to them that people create flexible communities that can quickly meet the needs that arise in complex socio-political and economic spheres.

At the same time, if the "soft skills and competencies of the future" are widely used by people, the transformation of society and economy will be built on a faster and more reliable basis.

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