

Skill and its basic elements

Objectives: At the end of this lesson you shall be able to

- define Skill
- explain the basic elements of Skill
- explain the characteristics of Skill.

Introduction

The most difficult and important part of our training is to transfer the skill from the Instructor/Trainer and enable new trainees to become competent and confident worker. To achieve this goal it is very much necessary to carry out test and skill analysis based on our training. It was **W. Douglass Seymour**, who had first drawn out attention on the “Skill analysis training”.

Definition of Skill

Every job has both knowing and doing sides. Knowledge shall be used throughout this text as the “information”, that is stored in the memory of the learners. This is the most normal use of the word “knowledge”.

“Skill is defined as the thoroughly established habit of doing a thing in a most economical manner. Skill normally refers to action - Intellectual or physical and reaction to ideas and thinking, which a person performs in a competent way in order to achieve a goal”.

Any skill and action has four general forms of actions and reactions.

- Perception
- Recall of knowledge
- Plan
- Performance or execution

Based on the definition of skill, trainers and educationists distinguish four different varieties of skills as follows:

- Intellectual skill - Thinking - a cognitive skill
- Acting - Physical skill
- Reacting - To things, situations and people in terms of values, emotions and feelings
- Interaction - With people in order to achieve some goal such as Communication, Motivation, Perception, Acceptance, etc.

The other types of skills are recall skill, perceptual skill, discriminatory skills, manipulative skill, procedural skills, problem solving skills, speech skills etc.

Basic Elements and characteristics of Skill

There are three basic elements of skill. They are as follows:

- Accuracy
- Speed
- Workmanship

Accuracy

This is the first factor required for a skill. Accuracy means the performance to achieve the given dimension of the job. Accuracy will be attained by repeated practice in doing the skill. A trainee cannot get the correct accuracy in the beginning, but he can be able to get the accuracy by doing number of times. The accuracy in other words is called “tolerance”.

Speed

This is the second important factor in developing skill. Speed is nothing but the minimum time taken to complete the skill. The trainee will be able to do the skill in a standard time. But, after gradual practice or repeated performance for a number of times, he can establish a minimum speed by which he can complete the skill. Hence it is required to practice a number of times so as to establish a minimum time or speed to complete the skill.

Workmanship

This is defined as the Quality attained through practice of using or handling the tools, materials and equipments in a systematic and economical manners.

It is also known as “efficiency of doing a work”. The workmanship cannot be acquired in one or two attempts, but with a constant practice within a definite time and tolerance. In doing variety of skills, definitely the workmanship can be acquired.

Characteristics of Skill

There are three basic characteristics of skill. They are as follows:

- Chain or motor response (stimulus - response)
- Movement co-ordination and
- Response pattern

Chain or motor response

At the sight of the object, the sensing organs get activated. These stimulations results in certain action called response muscular movement like movement of fingers, legs, arms and toes are called motor response. When a number of responses are put together it is called the chain or motor responses. Performance of skill is by the result of chain or series of movements with linking each other.

Movement co-ordination

The change of behaviour for developing a skill is the result of the co-ordination of hand, muscular, nerves, eye movement etc. Motor skills are being performed correctly by the coordinated movements of hands and eyes and also other organs according to the types of skill to be performed.

Response pattern

We can see the skilled behaviour as the organization of Stimulus-Response chains into large response pattern. Skill development depends upon putting more complex human responses (the smooth flow of responses) into a single response pattern is involved in acquiring skill in a perfect manner.

Model Questions

Theory 4.3

- What is referred to as the thoroughly established habit of doing a thing in a competent way?
 - Skill
 - Aptitude
 - Attitude
 - Knowledge
- Which type of skill category the "Thinking" belongs to?
 - Acting skill
 - Reacting skill
 - Physical skill
 - Cognitive skill
- What is the first important factor of skill?
 - Cost
 - Speed
 - Accuracy
 - Workmanship
- Which characteristics of skill activates the sensing organs?
 - Motor response
 - Response pattern
 - Movement coordination
 - Performance of skill
- What is acquired with a constant practice in the development of skill?
 - Speed
 - Aptitude
 - Accuracy
 - Workmanship