

Soft Skills For Technical Professionals





Agenda

- > Why do we need soft skills
- Understanding Soft Skills
- > Importance of Soft Skills
- Developing Soft Skills



Why do We call them Soft Skills



Soft Skills Behaviours

ard Skills Tools



What Are Soft Skills?

Soft skills are non-technical skills that promote productivity, efficiency and effective communication in the workplace, regardless of your profession





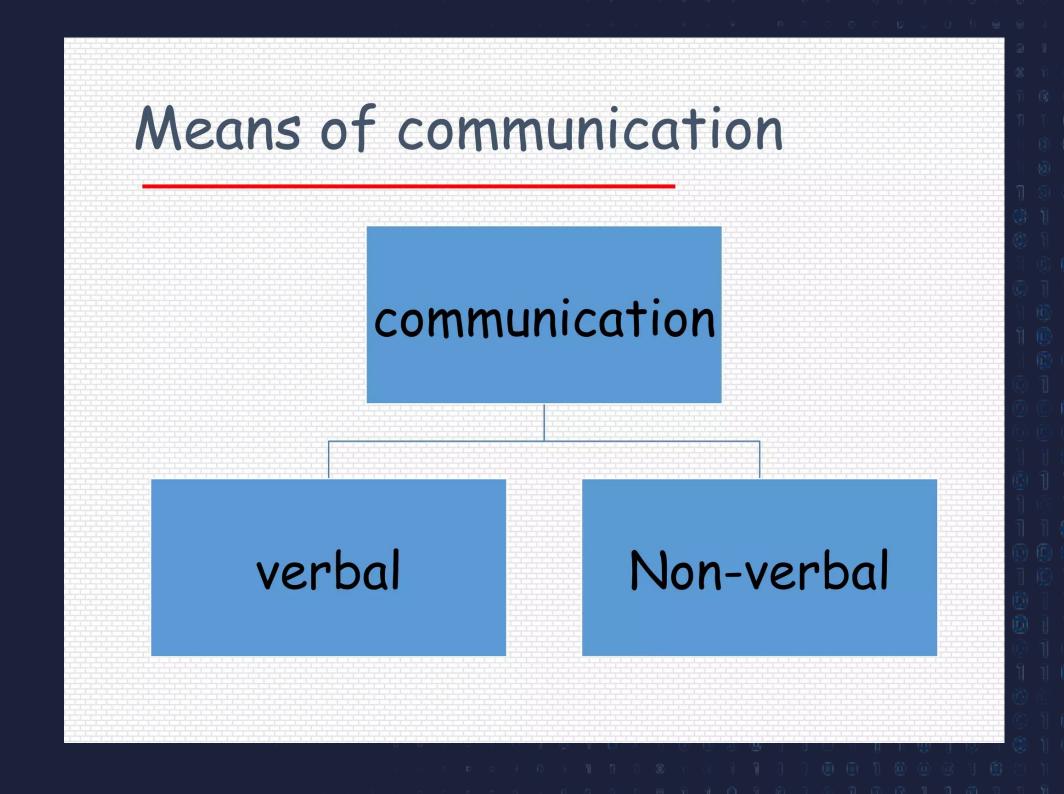
Self Evaluation



Self Evaluation



Communication Skills





VERBAL COMMUNICATION

Verbal communication is the process of transmitting information to other people using language. It can include the oral exchange of concepts, emotions, and knowledge.

EXAMPLES

Examples can include:

- Having a phone call
- Speaking up in a meeting
- Giving a speech to a group of people
- Teaching an in-person class
- Ordering food at a restaurant
- Asking for directions on the street
- Giving in-person feedback

SKILLS

Effective verbal communication skills include:

- Projecting your voice
- Volume modulation
- Tone modulation
- Active listening
- Appropriate humor
- Strategic pauses



Non-Verbal Communication



Maintain eye contact



Practice good posture



Smile, when appropriate



Avoid unnecessary movement



Keep an open stance



Avoid crossing your arms

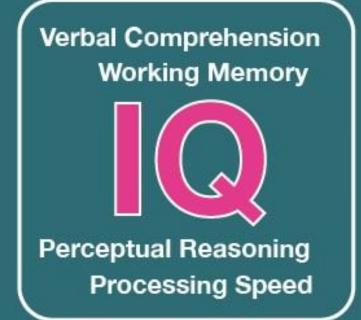


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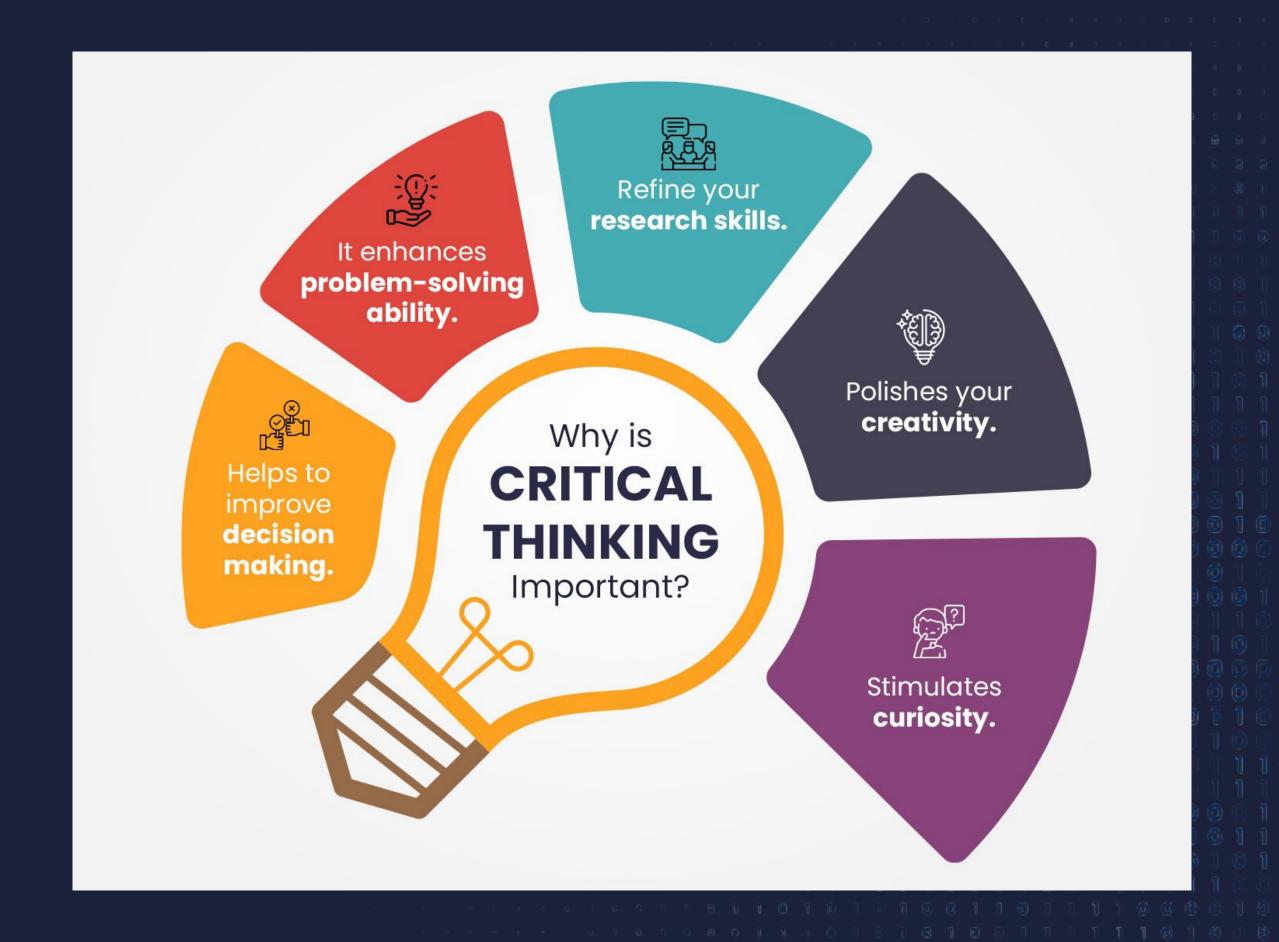




















- 1. Embrace feedback
- 2. Communicate regularly
- 3. Build strong relationships
- 4. Get outside your comfort zone
- 5. Be ready to learn
- 6. Be adaptable and flexible
- 7. Take on leadership responsibilities





Q & A





Ask your questions



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