

Communication Skills

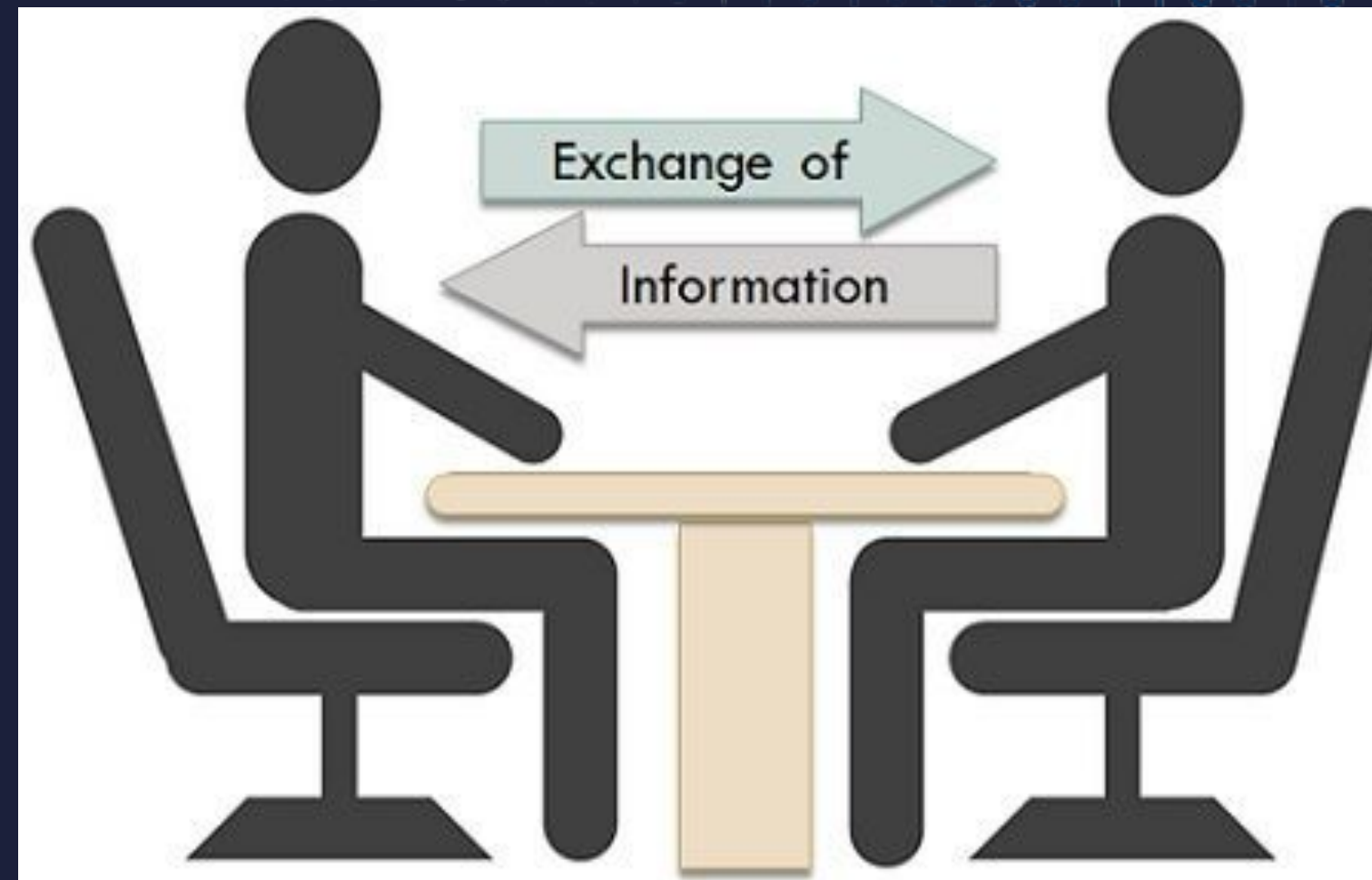


Agenda

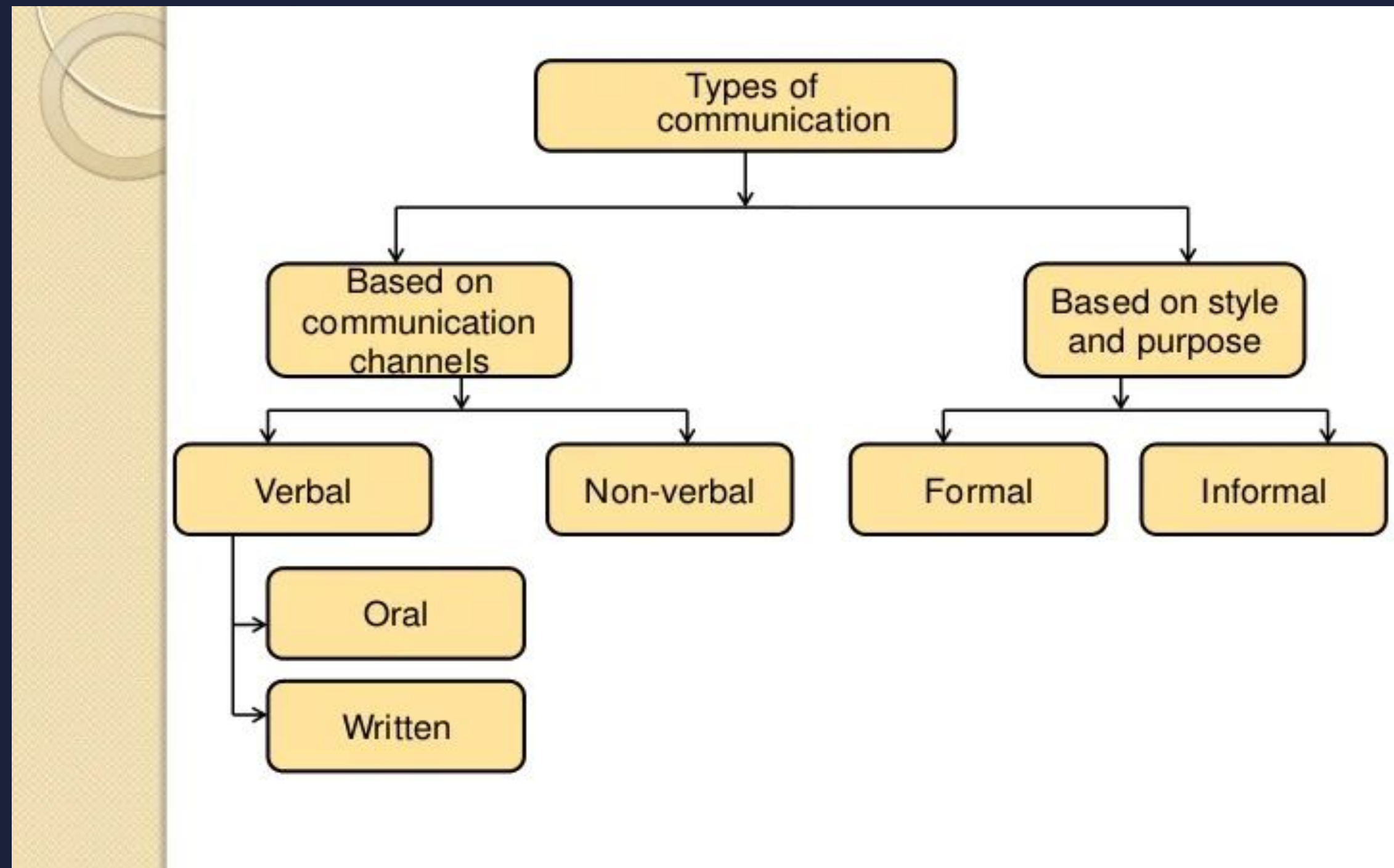
- What is Communication
- Types of Communication
- Types of Communication Barriers
- How to Improve Communication
- Importance of Communication

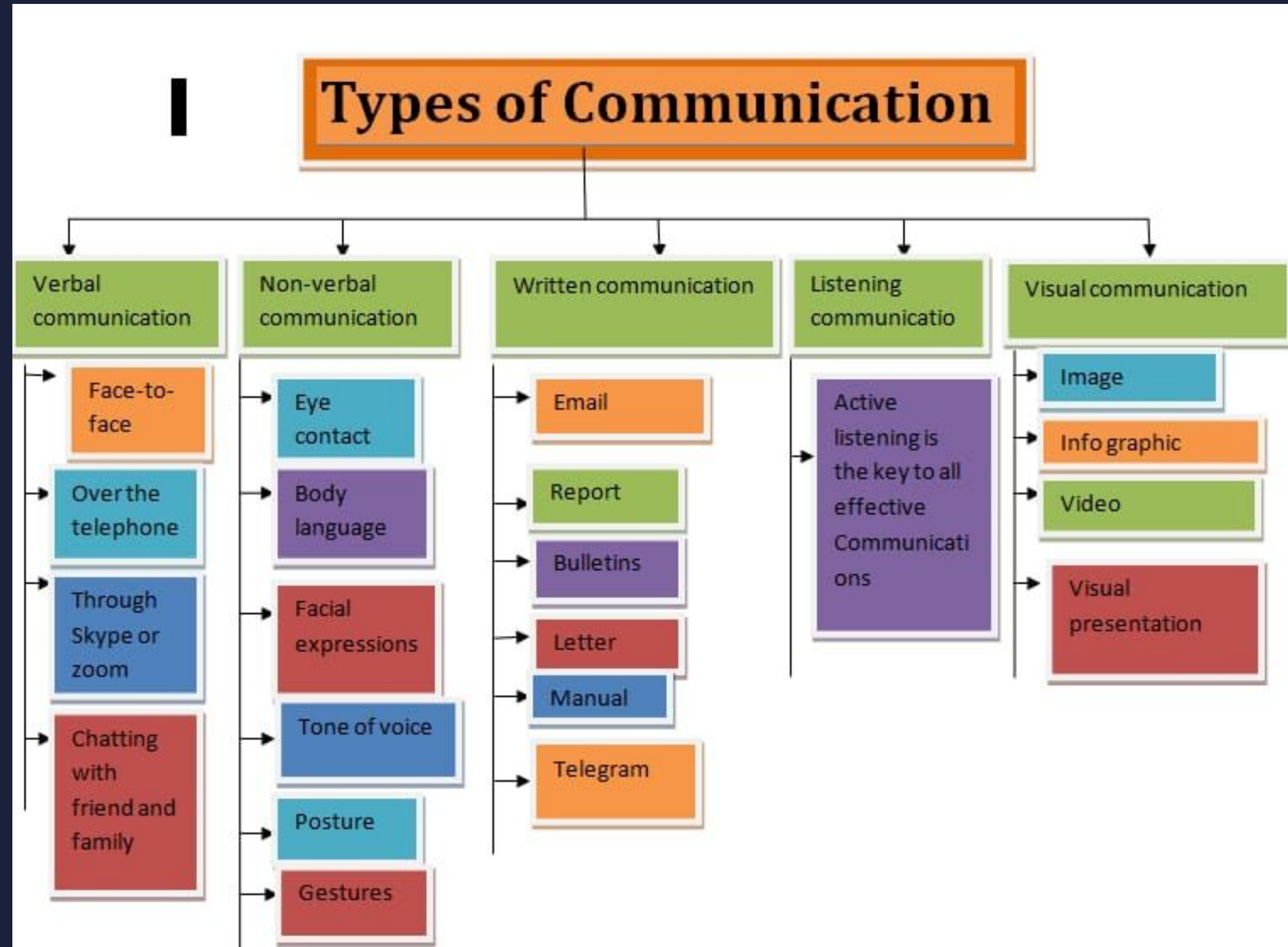
What is Communication?

Communication is the process of exchanging information, ideas, thoughts, and feelings between individuals or groups through a common system of symbols, signs, or behaviors. It involves the sender transmitting a message to a receiver, who interprets and responds to the message.

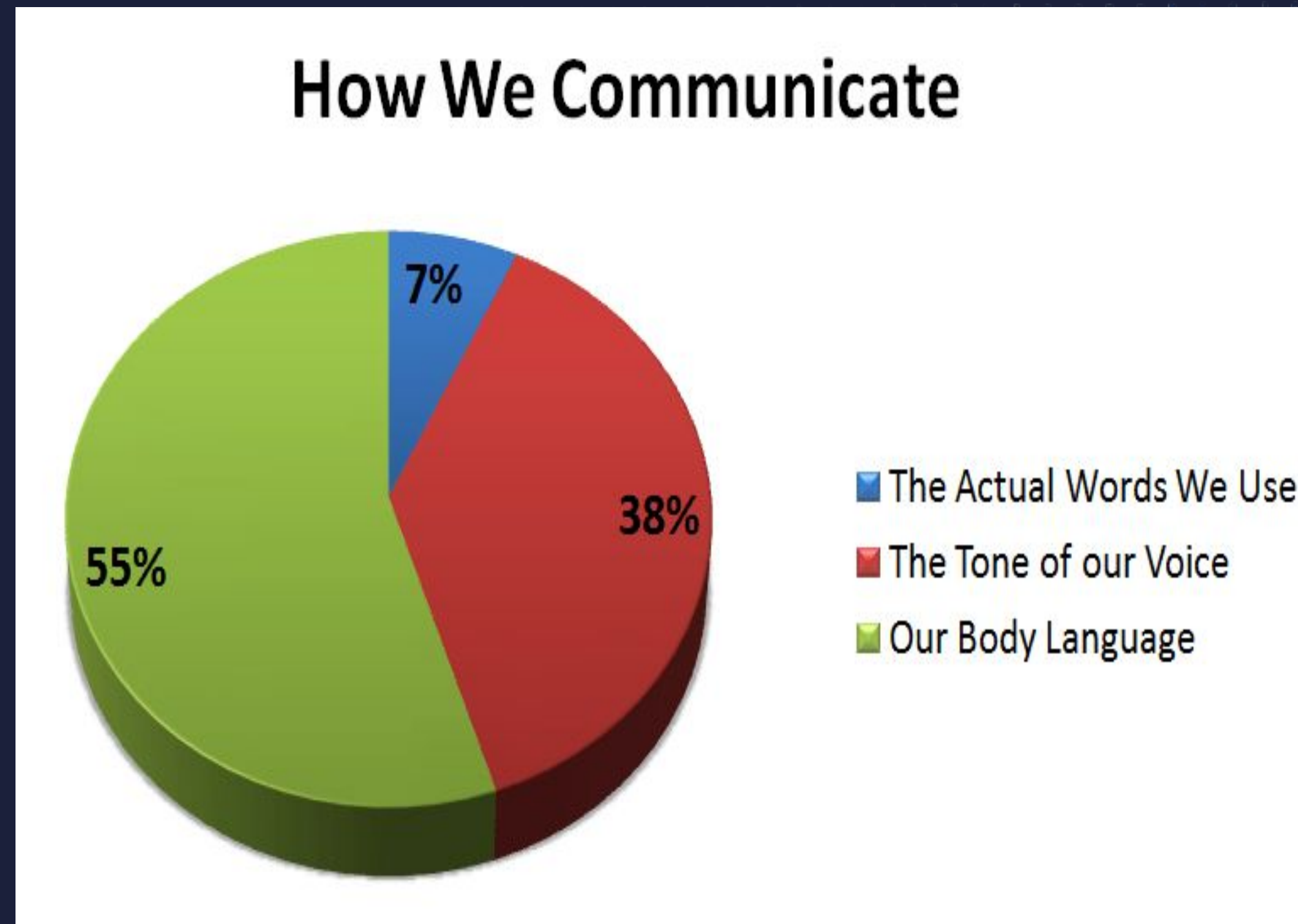


Types of Communication





Do you know how important is HOW you speak something, rather than WHAT you speak?



Let's watch this video together.

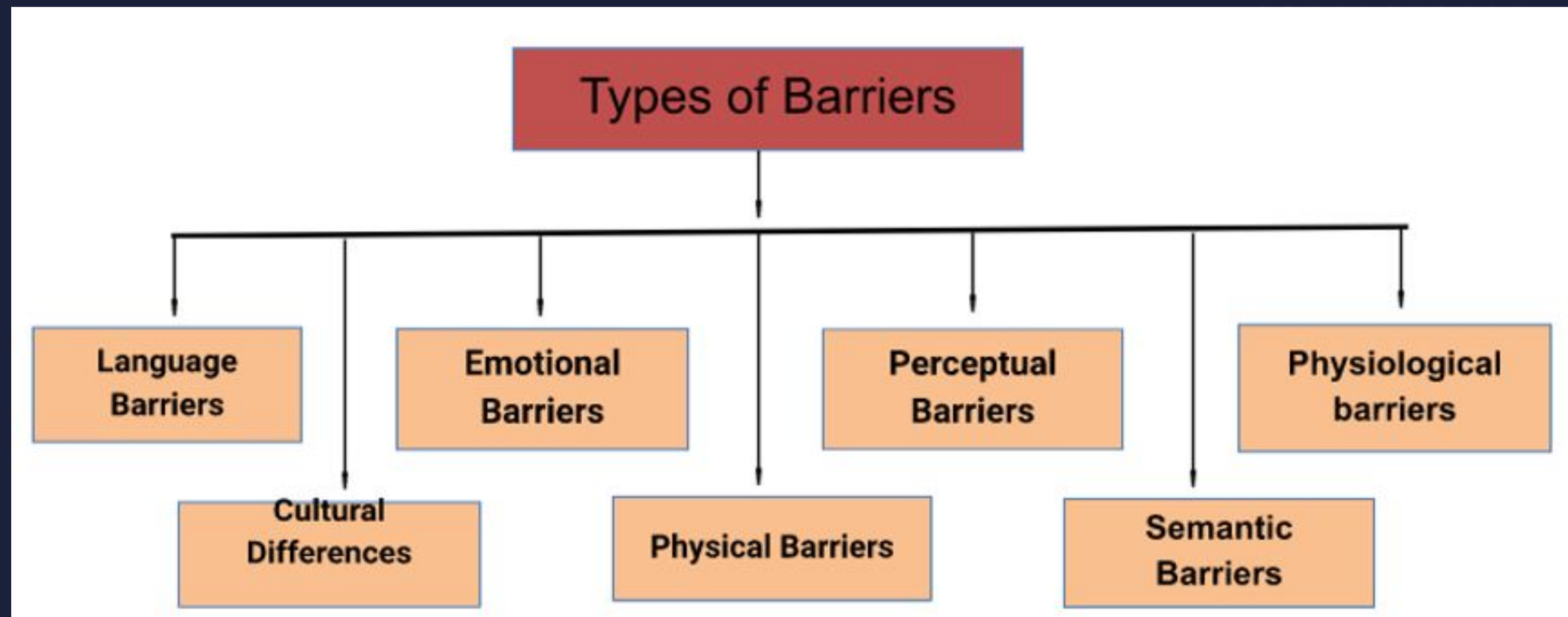
Make notes of the barriers to communication.





What were some barriers to communication that you noticed?

Types Of COMMUNICATION BARRIERS



How to improve communication skills



- 1. Clear**
- 2. Concise**
- 3. Concrete**
- 4. Correct**
- 5. Complete**
- 6. Courteous**
- 7. Considerate**



IMPORTANCE OF COMMUNICATION



Basic HR Questions:

1. Tell me about yourself ?
2. What are your strength and weaknesses ?
3. Where do you see yourself in five years ?
4. How do you handle stress and pressure ?
5. Describe a challenging situation and how you handled it ?
6. Why did you leave your last ?
7. What are your salary expectations ?
8. Why should we hire you?
9. Are you ready to relocate?
10. Why do you want to join this company??
11. Do you have any questions for me?
12. Why do you want to work in this company?

GD Topics

1. Impact of social media on society.
2. Work from home : Pros and Cons.
3. Artificial intelligence: Boon or bane?
4. The impact of fitness and wellness trends on health.
5. The importance of soft skills in professional success.

Q & A



Ask your questions



▶ THANK YOU ◀