

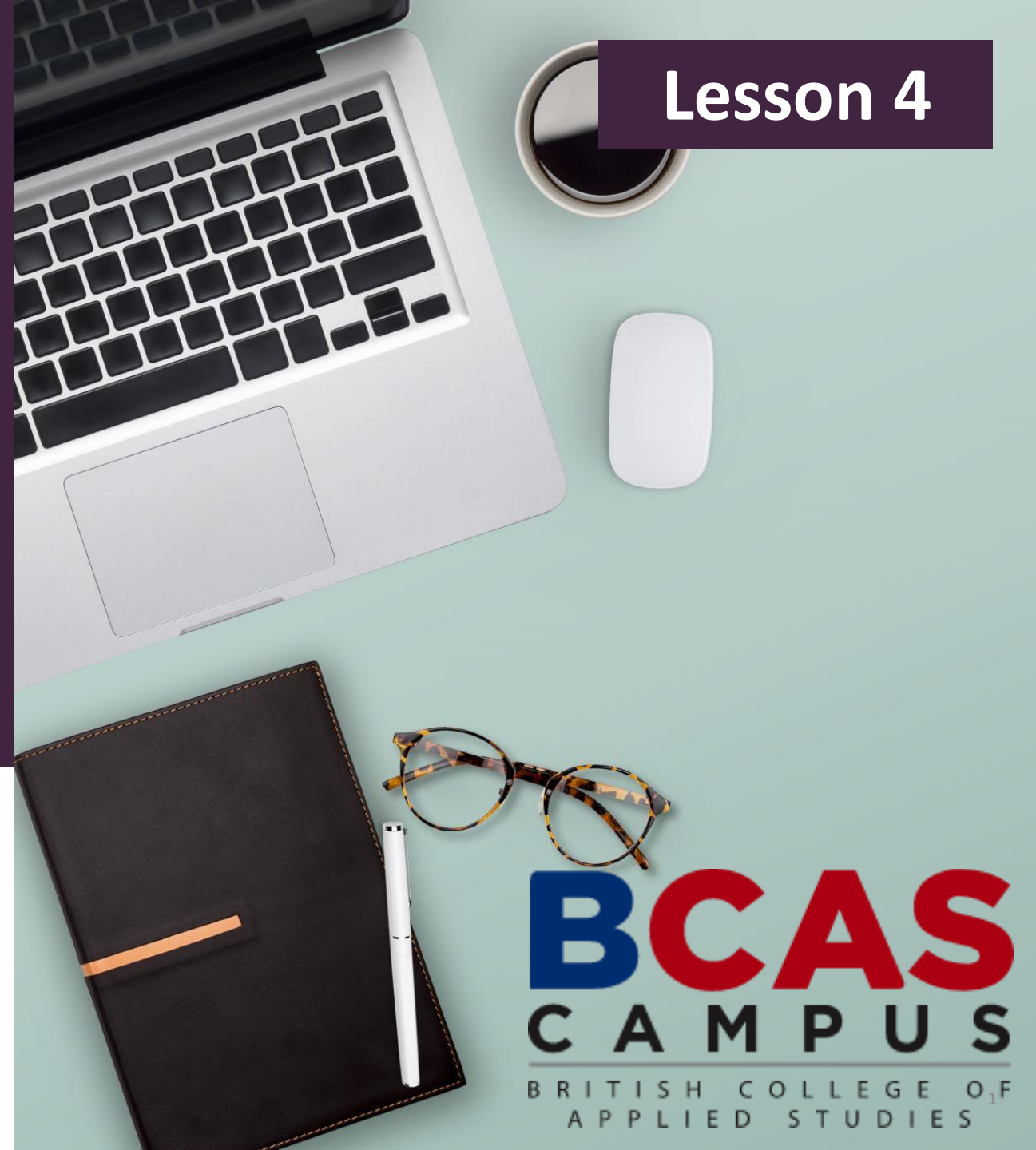
# Unit 03

## Professional Practice

**HND in Computing**

**Assessor: Mafaza Nazar**

### Lesson 4





# INTERPERSONAL SKILLS



# What is interpersonal skills?

- An employee's ability to get along with others while getting the job done.
- Include everything from communication and listening skills to attitude and deportment.
- Good interpersonal skills are a prerequisite for many positions in an organization.

# Soft Skills

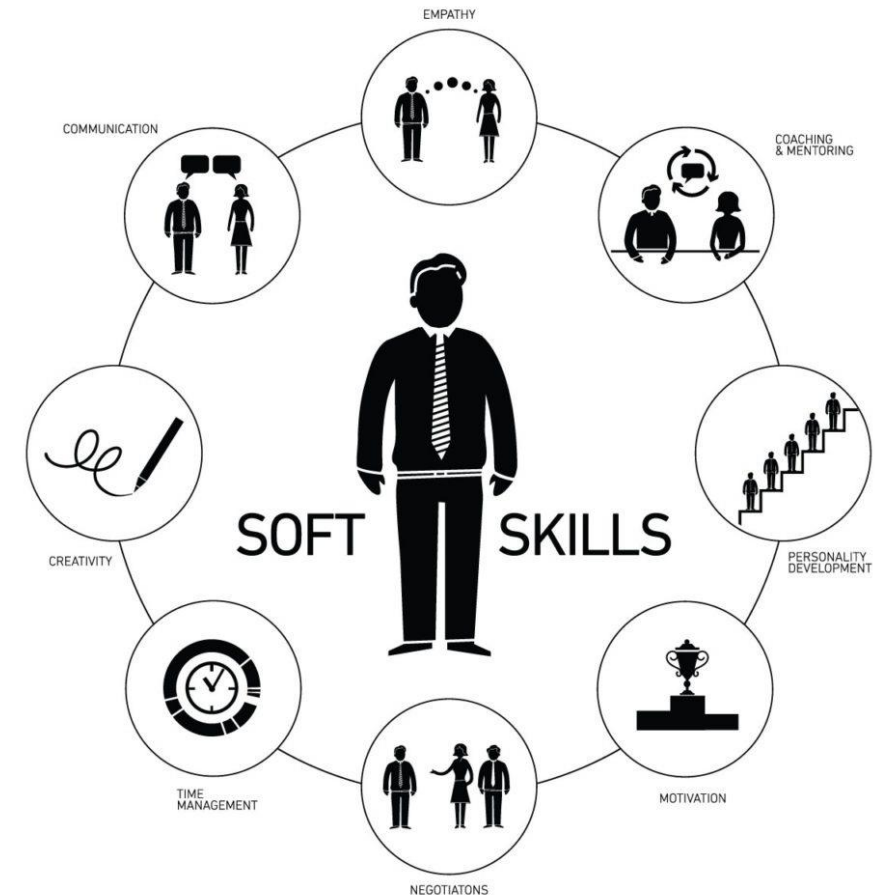
A set of

- ✓ personal attributes,
- ✓ behaviors, and
- ✓ social attitudes

that enable individuals to interact effectively with others in a workplace or social environment.

# Soft skills

1. Time management
2. Communication skills
3. Adaptability
4. Problem-solving
5. Teamwork
6. Creativity
7. Leadership
8. Interpersonal Skills
9. Work ethics
10. Attention to detail



# Which soft skills do you have?



**Find the soft skills from the job  
advertisements.**

# Do you all have a LinkedIn account?





# TIME MANAGEMENT SKILL

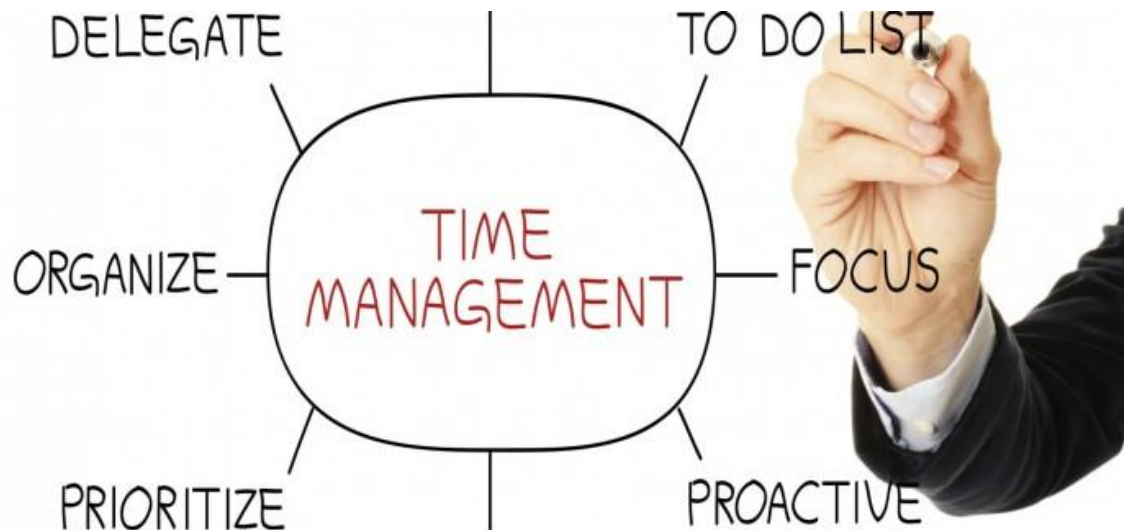


# TIME MANAGEMENT SKILL

Time management is the process of planning and exercising conscious control over the amount of time spent on specific activities - specially to increase effectiveness, efficiency or productivity.



# Essential time management skills



1. Goal Setting
2. Prioritization
3. Self-awareness
4. Plan.
5. Eliminate distractions
6. Delegate more often.
7. Take care of yourself.

# Activity-01

- Students to review their own skill base and produce an audit of required skills for future careers and personal development.

# Activity-02

- Working in groups to plan the delivery of a training event for a given target audience.

# Activity-03

- Designing a time plan/schedule for a given scenario.



# Thank You!

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