



MBA Soft Skills: Your Pathway to Professional Success

Welcome to the course designed to elevate your professional capabilities! Soft skills are essential in today's business world. They account for 75% of long-term job success. Companies emphasizing these skills see twice the revenue per employee. This course covers communication, leadership, teamwork, emotional intelligence, and problem-solving.



by Rupa Devi



Mastering Communication

1

Active Listening

Improve comprehension by 40%.

2

Clear Articulation

Reduce misunderstandings by 50%.

3

Professional Writing

Craft impactful reports and emails.

Enhance verbal and written skills. Use storytelling to increase engagement by 60%. Design effective charts and graphs for visual aids. Reduce disputes by 30% by identifying conflict triggers.

Leading with Impact



Transformational leadership inspires teams.



Servant leadership builds trust.



Adaptive leadership fosters flexibility.

Explore leadership theories such as Transformational, Servant, and Adaptive. Inspire teams to exceed goals by 25%. Increase team productivity by 20% by setting SMART goals. Improve employee performance by 15% through constructive feedback.



Excelling in Teamwork

Diverse Teams

Foster innovation and creativity through diverse perspectives.

Team Norms

Enhance collaboration and cohesion by establishing clear norms.

Collaboration Tools

Streamline workflows using project management software.

Learn how to build high-performing teams with clear roles and responsibilities. Mediate disputes constructively and achieve collective agreement through consensus building. Overcome geographical barriers with virtual collaboration tools.

Emotional Intelligence (EQ)

Self-Awareness

Identify strengths and weaknesses to improve performance.

Empathy

Build rapport and trust by recognizing others' emotions.

Social Skills

Navigate social situations effectively.

Understand and manage your emotions through self-awareness and self-regulation. Build strong networks to expand career opportunities. Maintain positive relationships by handling difficult conversations effectively.



Solving Problems Effectively

1

Design Thinking

Create innovative solutions.

2

Root Cause Analysis

Identify underlying issues.

3

Data Analysis

Interpret data to inform.

4

Risk Assessment

Evaluate potential consequences.

Apply methodologies like Design Thinking and Root Cause Analysis. Improve decision-making under pressure. Focus on high-impact tasks by using prioritization techniques. Reduce errors by 35% using data-driven decision-making.



Interactive Learning Methods

Case Studies
Analyze real-world scenarios.



Role-Playing
Simulate interactions.

Group Discussions
Share insights.

Enhance skills through real-world business scenarios. Improve communication through simulated professional interactions.
Foster teamwork in a supportive learning community.



Course Impact: Elevate Your Career

1

Communication

Increased confidence in settings.

2

Teamwork

Effective in projects.

3

EQ

Better able to handle opportunities.

Improved ability to inspire. Develop stronger collaboration skills. Better equipped to handle challenges. Achieve adaptability and resilience for career advancement. Embrace emotional intelligence for enhanced leadership.