1. **Networking skill** is a crucial skill that comprises of personal communication relationship management and professionalism as a mean of building connections with other to help your career developed. Also, networking has many advantages including improved confidence and creative intellect. These skills act as ladder to advance their career.

**There are many types of professional networking:**

* 1. **Operational networking:** This means building relationships within an organization or strong connections with colleagues.
  2. **Personal networking:** This includes meeting other people in your industry to support yourself and advance your career..
  3. **Strategic networking:** This includes a combination of operational and professional networking skills to accomplish tasks and advance your career.

Networking skills help you build your reputation, make the contacts you need to expand your career knowledge, and use your industry knowledge to market yourself in a credible, collaborative and thoughtful way. These skills also help you gain experience by attending networking events and interacting with hundreds of people.

At last, networking is an important aspect of professional life as it helps us build strong support networks that help us in difficult situations.

1. **Communication skills** are the ability to effectively communicate and share ideas and emotions, and these skills play a very important role in our professional lives. You may need communication skills such as:
2. **Verbal communication:** Verbal communication happens when we talk to other people. It includes all kinds of formal and informal discussions. It's not about the words, it's about the quality and complexity of those words, and even how those words are put together to create something comprehensive message to compose.
3. **Non-verbal communication** **skills**: Non-verbal communication includes facial expressions, posture, eye contact, hand gestures, and touch, so it's important to include both verbal and non-verbal communication in business conversations.
4. **Written communication**: Written communications include e-mails, memos, reports, etc. All forms of written communication have the same goal of getting your message across in a very clear and concise way.

Good communication skills also include listening skills, conciseness in conveying messages, body language, confidence in communication, open-mindedness in all situations, and respect for all ideas.

These competencies help us to be independent in all aspects of life, from our professional lives to our personal lives and everything in between. Good communication skills are essential to help others and yourself understand information more accurately and quickly. These communication skills are therefore essential in any professional workplace.

1. **Leadership skills** are the strengths and skills an individual exhibits that help them oversee processes, direct initiatives, and align people with goals.

**To improve leadership skills one must have some qualities be like:**

**Empathy** for understanding employee perspectives

**Strategic thinking** for decisive discussions in difficult situations

**Creativity** to develop new ideas and inspire others

**Time management** to work on their goals effectively without wasting any time

**Mentorship** to make teams successful and motivate them

**Responsibility** to face mistakes and account for their actions

Leaders must have great values ​​and great vision for business to make a difference in society. Leadership skills are an integral part of enabling leaders to make thoughtful decisions about their organization's mission and purpose.