

The REAL Essential Skills

What are they?

- Good Communication
- Team Work
- Time & Stress Management
- Good Presentation skill
- Professional Ethics
- Interpersonal Skill
- Positive attitude

Why they are very important?

- To handle interpersonal relations
- To take appropriate decisions
- To communicate effectively
- To have good impression and impact to gain professional development

Soft Skills are the **GLUE** between
all of your technical skills....

DC Electronics

IT Networking

CAD

3D Modeling



Marketing

Incident
Reporting

Computer Skills

Communication skill

- Communication skills form the Corner stone of soft skill.
- Every human being has to essentially & effectively communicate with others.
- Using the right word in the right order.

Written Communication

- Writing evaluates a person's proficiency indications, spelling grammar etc.
- Good visual presentation using graphics, color, balanced design layout- adds so much to written communication.

Team Work

- People of either gender, different age groups, qualification, status & skills work as a team with a common objective of accomplishing the task.
- The success of any organization largely depends on in the coordinated efforts of its employees.



Time & Stress Management

- Prioritize the work & schedule the time accordingly.
- Important work should be allotted more time & taken up first.



Presentation Skills

- Presentation skills include planning, preparation & delivery of the message.

Professional Ethics

- When a person is at the work spot, he must think of his work only.

Interpersonal Skills

- What signals do you project?
 - Body language
 - Posture
 - Listening skills
 - Context of conversation/focus

Positive Attitude

- Complaint or Solution?
 - Do you focus on negative things?
 - Do you complain without providing an idea for a solution?
 - Is your glass half-empty?
 - Do you focus on the performance or mistakes of others?



Thank you!