

# SKILLS

NETWORKING

DECISION MAKING

LEADERSHIP

## What are soft skills?

Soft skills are character traits (e.g. integrity, discipline, etc.) and interpersonal skills (e.g. body language, collaboration, etc.) are those that describe a person's relationships with other people.

In the workplace, soft skills complement hard skills (accounting, coding, etc.), which refer to a person's knowledge and occupational skills. The term 'soft skills' describes a person's emotional quotient (EQ) as opposed to intelligence quotient (IQ).<sup>41</sup>

For example, soft skills a doctor would need would be empathy, understanding, active listening, and a good bedside manner.

We are going to discuss 3 important soft skills needed for any young person who will eventually enter the workforce:

(1) Networking Skills,

(2) Decision Making, and

(3) Leadership Skills

## NETWORKING SKILLS

If you need assistance in the below situations, then who would you contact for help? Name a person and not an organisation.

You need someone to drive you to the nearest airport.

\_\_\_\_\_ (contact person)

You need someone to help you find a part time job.

\_\_\_\_\_ (contact person)

You need someone to review your resume.

\_\_\_\_\_ (contact person)

You want a big donation for your charity fundraiser.

\_\_\_\_\_

You need to stay at someone's house for a few weeks.

\_\_\_\_\_

You need someone who can edit videos for you college project

\_\_\_\_\_



You need a character endorsement from a working professional.

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You need someone to take good quality photos at low cost, for your sister's wedding.

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Your house is flooded due to a broken pipe so you need someone to fix it.

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You have 2 days before an important exam and you still need a lot of help to prepare for it.

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Networking is so important in our day-to-day lives, without it we would struggle to get anything done.

## But what exactly is NETWORKING?

Networking is the exchange of information and ideas among people with a common profession or special interest, usually in an informal social setting.<sup>42</sup> For example, if you are interested in robotics as a passion or as a career option, meeting with and exchanging ideas with other robotics enthusiasts at conventions, seminars, etc. - this is networking.

Networking involves building and maintaining relationships with other people. The personal networks that you develop over time, both socially and professionally, can be an invaluable resource. This is true whether you are an entrepreneur looking to start and grow your new venture, looking for a job, or working on a project where external ideas and input can be of value.



There are two main types of networks:

1. **Social Networks** – includes friends, family, classmates, teachers, neighbours etc.
2. **Professional Networks** – includes people who are interested in or work in your industry of interest.

They can help you build your network by putting you in touch with relevant people. And because your new contacts will have come through people you know and trust, you will find it easier to get in touch with them.



## Who Networks?



**Students**

Students commonly use networking as a means to connect with people in fields of their interest. These can be fields that you are interested to pursue a career in or simply passionate about. Networking can lead you to develop contacts in that specific field, which can prove to be advantageous in the future in a variety of different ways.



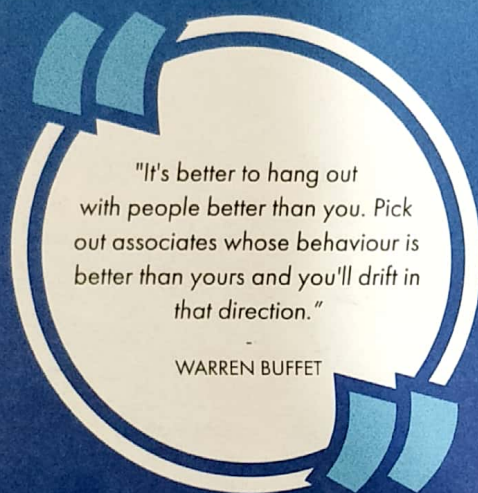
**Entrepreneurs/Businessmen**

Use networking to connect with potential partners and clients. They can put their idea out in the field and see how people react to it. Entrepreneurs can use networking to bring efficiency to their business or venture: they are able to source needed skilled employees, grow their business, overcome financial limitations, and come up with creative solutions or new product ideas, and much, much more.



## What kind of person is successful at networking?

- Someone who is good at listening – Remember, networking involves conversing with people who you may not know that well. So, it is important to actively listen to them so they can see you are interested in them or their work.
- Someone who is good at asking the right questions – This goes along with the point above. If you ask the right questions when meeting someone, they will see that you are sincerely interested in the industry or in their work.
- Someone who is sincere – People know when you are faking it. Be sincere about your interest in the field. It becomes obvious if you are only interested in getting a job or a client. People will be deterred from connecting with you.
- Someone who stays in touch – Once you've made a contact, it is important to stay in touch with that person. Sending an email or a message every so often keeps the relationship fresh.



### Networking Events:

Have you ever heard of **Vibrant Gujarat**? **Vibrant Gujarat** is an event that began in 2003 held by the Government of Gujarat and has taken place every two years since. The event is aimed at bringing together business leaders, investors, corporations, thought leaders, policy and opinion makers; the summit is advertised as a platform to understand and explore business opportunities in Gujarat. This is one of the largest networking events that take place in Gujarat, however there are many others that take place that you may be interested. Search online for various networking events that are taking place across Gujarat and India.

Use website such as [www.meetup.com](http://www.meetup.com), [www.eventbrite.com](http://www.eventbrite.com), [www.indianchamber.org/networking-events/](http://www.indianchamber.org/networking-events/) to stay in touch with any networking events taking place.

## DECISION MAKING

Humans make about 35,000<sup>43</sup> decisions on a daily basis! That's an average of 24 decisions every minute!

Now, here is the real question – how often are we satisfied with our decisions? How often do we regret our choices?

When we are making so many decisions on a regular basis, we are going to make choices that we regret.

Can you think of any major decisions that you ever made that you regret or weren't completely satisfied with?

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So, how can we minimize our regrets and maximize our satisfaction with our decisions?

Fortunately, there is a methodology behind decision-making. If we apply some of these principles to our life, then we will be able to make better decisions.



### 1. IDENTIFY THE PROBLEM

What decision needs to be made? What problem are you trying to solve? This must be clear in order to make sure you are addressing the correct issue.



### 3. CONSIDER YOUR OPTIONS

Most likely you will have several options. Weigh the information you've gathered and make your decision based on what outcome is most desirable to you or others involved.



### 2. GATHER INFORMATION

Mentally or physically gather information, data, facts - whatever will help you make an informed decision. Ask yourself 'What information do I need? What do I need to know in order to make the best decision?'





### 4. MAKE THE DECISION

Take action on the selected option and move forward.

## MAKE A DECISION!

You are looking to buy a new smartphone – which one will you purchase?

	<b>ONEPLUS 7 PRO</b> 	<b>SAMSUNG GALAXY A7</b> 	<b>REDMI K20 PRO</b> 
<b>DISPLAY</b>	6.67" (1440x3120 px, 515 PPI)	6.7" (1080x2400 px, 393 PPI)	6.39" (1080x2340 px, 403 PPI)
<b>STORAGE</b>	128 GB (Non Expandable)	128 GB (512 GB Expandable)	128 GB (Non Expandable)
<b>CAMERA</b>	48 MP + 16 MP + 8 MP (Primary) 16 MP(Front)	32 MP + 8 MP + 5 MP (Primary) 32 MP(Front)	48 MP + 13 MP + 8 MP (Primary) 20 MP(Front)
<b>BATTERY</b>	4000 mAh	4500 mAh	4000 mAh
<b>PRICE</b>	Rs. 48,999/-	Rs. 26,685/-	Rs. 28,999/-

Justify your choice of phone and explain why you didn't choose the other phones.

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# LEADERSHIP SKILLS

SOFT SKILLS

There are so many resources on leadership, including more than *15,000 printed books*.<sup>44</sup> In fact, a quick search on 'Google Scholar', will reveal that there are currently *over four million scholarly articles* about 'leadership' available online.

But luckily for you, The IPDC Team has extracted the four most essential and relevant leadership skills, for the youth of today.



## LEAD WITHOUT A TITLE

When you hear the word 'leader', which pictures come to your mind?

What do they look like? What clothes do they wear? How do they speak?

A powerful figure, managing a multi-national organization, sits in a big luxurious office, a dominant speaker, wealthy, popular, stylish, smart, and striking.

This is the picture we have of a leader. However, try to think of leadership as an attitude, not a title. Leadership is not only reserved for the rich or powerful – it is something each and every one of us can have, no matter what you do within an organization. You can lead without a title.

*We have all seen how Narendra Modi successfully rose to become the 14th Prime Minister of India. So let's use him as a case study for leadership. Do you think he was a leader before he took up this title? Explain your answer and give examples from his life?*

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**'LEADERSHIP IS NOT A POSITION OR A TITLE, IT IS ACTION AND EXAMPLE.'**

CORY BOOKER (US SENATOR)

## GO THE EXTRA MILE

A leader does not just sit back and give orders, but a leader is the one who is the most hardworking and dedicated. Good leaders go above and beyond - they go the extra mile.

Let's look at how many hours successful leaders work on an average day:

Amazon CEO Jeff Bezos initially worked 12-hours per day, every day of the week. He would often stay up to 3 AM to make sure the books were shipped on time.

Mukesh Ambani wakes up around 5 AM, exercises, reads, eats breakfast and then works from 11 AM to 10 PM.<sup>45</sup>



Barack Obama, when president, began his day around 9-10AM after a daily morning exercise routine and always made it back to the residence to have dinner with his family. But, Obama was known to stay up until 1 – 2 AM working after his family was asleep.<sup>46</sup>

What does Narendra Modi do in a usual day? How many hours does he work? Does he go the extra mile?

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## BECOME A MASTERCHEF

Imagine a MasterChef, in a highly-pressured, fast-paced kitchen. Time is limited, yet the MasterChef has to combine the numerous ingredients to create a flavoursome meal. Each ingredient that is added provides a unique characteristic – whether it's explosive mustard seeds, bright orange-yellow turmeric, intense pungent cloves, the extreme heat of spicy chilies, a sharp kick of ginger, a sour twist of lemon juice, or the exotic richness of saffron. Alone, each ingredient is extremely powerful and pungent. If too much of any one ingredient is added, then the meal becomes repulsive; and too little, will lessen the impact. But a MasterChef knows each of their properties, so he is able to balance and blend them together to make a delicious meal.

Similarly, each member of a team will have strong distinct skillset and personality; but a leader is someone who brings them together in a way that complement each other.

Is Narendra Modi a MasterChef? Does he bring his team together? Give examples to support your opinion.

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## KEEP A BALANCE

A leader has a balanced personality. They do not let popularity dictate their decisions, they do not let other people's opinion stop them for doing what is right. They are not insecure, but are strong and confident. They speak the truth and make the right decisions, irrespective of what their critics might say. A leader is powerful, influential and inspiring. However, they will still treat even the simplest of people with care and respect. It is all about balance.

*"Tender yet tough, compassionate yet courageous, part saint yet part warrior, friendly yet firm... Extraordinary leadership is a balance."*

Robin Sharma (One of the world's leading experts on leadership), The Greatness Guide



Is Narendra Modi a balanced leader? Give examples to support your opinion.

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### IPDC Essentials

Networking involves building and maintaining - social and professional relationships. It is an invaluable resource.

A Person Successful at Networking:

1. Listens Well
2. Asks the Right Questions
3. Is Sincere
4. Stays in touch

Steps to Effective Decision-Making:

1. Identify the Problem
2. Gather Information
3. Consider Your Options
4. Make the Decision

An Extraordinary Leader Can:

1. Lead Without a Title
2. Go the Extra Mile
3. Become a MasterChef
4. Keep a Balance