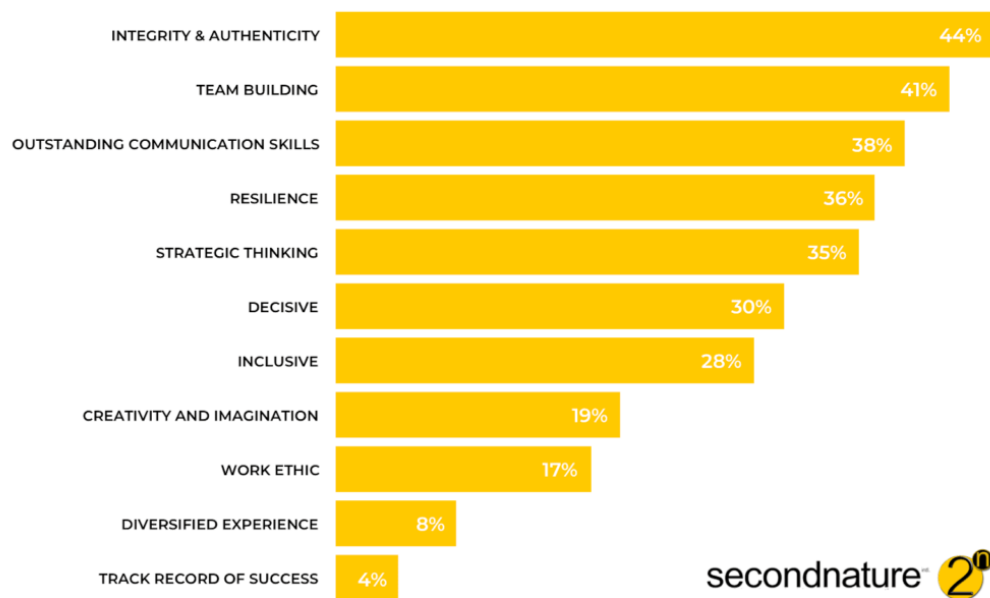


Skills Paper
CSC 424 G001 Software Eng II
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In the dictionary, a skill is defined as the ability to do something well, but honestly, I don't feel like this is a great definition. Some skills aren't things you do. Some are characteristics you have that relate to how you react in certain situations. Some skills require physical effort and training, like sports or playing an instrument, while some skills do not, like social skills. Different skills are built upon different ways. An athlete gets better by getting stronger, faster; literally breaking down their body so new muscle can form and grow. Skills like social ability and charisma however come more naturally to some than they do to others and are really only improved through experiences. The more friends you make, the easier it seems to make them and the same can be said for many aspects of one's social life. Practice, lessons, and experience are all different ways to build up different skills, and some skills even require one to work on all three. In my opinion, Emotional Intelligence, Communication skills, and Adaptability are three of the most important skills one can have when dealing with everyday life and the workplace.

TRAITS THAT DEFINE TRULY GREAT LEADERS

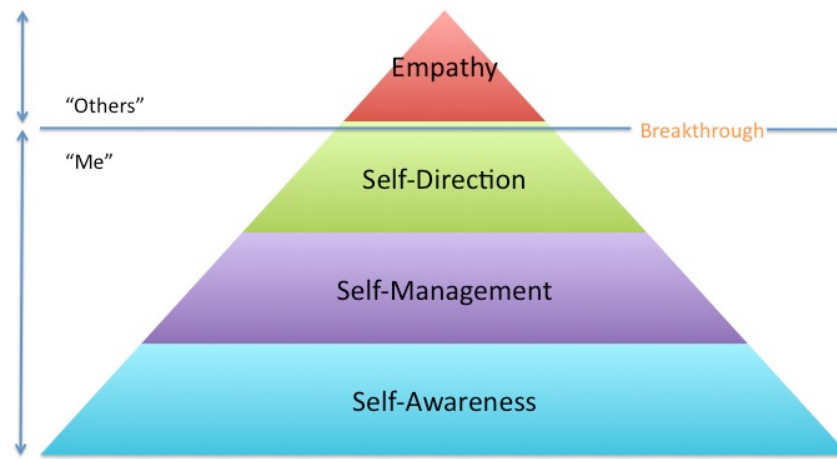


Source: Six Degrees Executive - The Future of Leadership Report

Emotional intelligence is described as the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically. To put that a little simpler, emotional intelligence is basically the ability to control and express your emotions and also put yourself in one's shoes when dealing with them. This is a very important skill as humans are emotional creatures and to truly be together with one another, we must learn how to be in tune with not only our emotions but others as well. This can impact every part of our lives from relationships, to family building, to the workplace. For example, imagine you are upset with your wife/husband and instead of expressing things normally, you just lash out and start acting nasty. This happens a lot and really can damage relationships and friendships alike. Another example might be with children. We've all been children and we all know how difficult it can be. Many times, you get in trouble for doing things that children normally do. Emotional intelligence comes into play as an adult with you being able to sit and understand why your child

might have done something instead of resorting straight to violence or yelling. This can aid in your relationship and make it even stronger. Lastly, emotional intelligence can most definitely help in the workplace. Home and work are separate; both issues should be left at each place. But if you can't come to work without an attitude because something happened that day, you really aren't showing too much emotional intelligence. This is a bad look and could honestly get you fired at most establishments. Controlling emotions can bring not only you peace, but your peers as well.

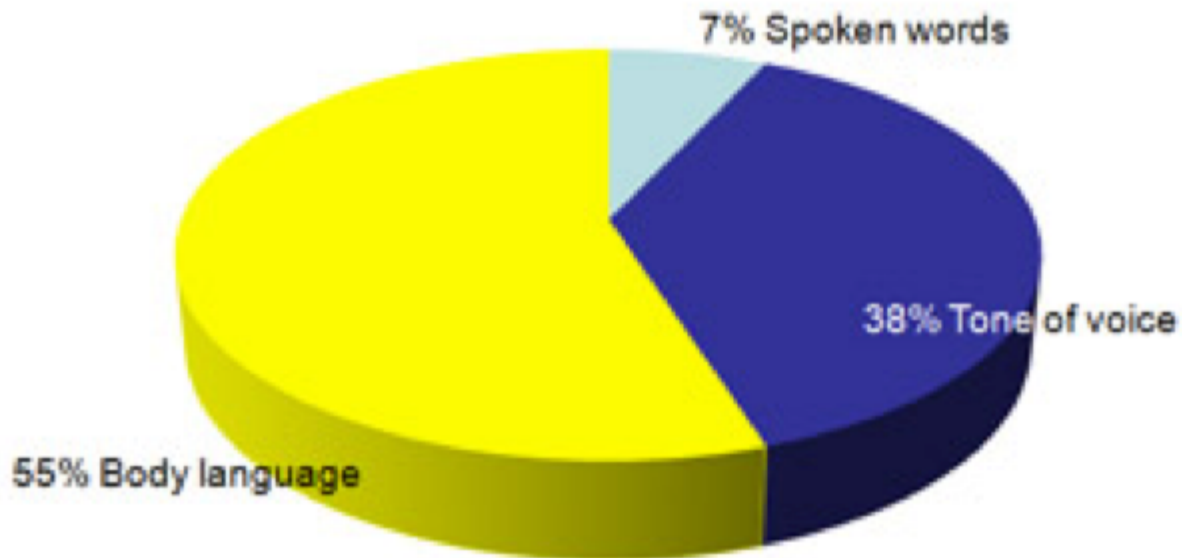
Emotional Intelligence



Communication is at the core of being a living being. Everything communicates from humans, to animals, to even plants. Communication is a way to express feelings, get points across, and share knowledge. It is only right that communication skills be valued very highly, as interacting with other individuals and being social are apart of normal human needs. Most human beings can communicate in one way shape or form, but what really sets people apart is how they communicate. This is made up of many factors including how the person talks in certain settings and to certain people, when the person says certain things, and also how the person responds. Knowing how to talk in a specific setting is one of the most important skills you can have in everyday life and also the workplace. The way you talk to your friends is usually vastly different from the way you talk to your parents or grandparents. Also, how you interact with individuals outside of work might be unprofessional compared to how you should communicate in the workplace. In terms of what a person says, communication obviously has a huge part in this. Knowing what to say and what not to say to certain people is very important, as different people communicate very differently. For example, knowing how to get a point across to your wife vs your child is very different. Patience could be required in both situations, but for the most part you would probably tend to be more patient with your child as they might just take a little longer to understand. Lastly, your response to what others say is another big part of communication. If you do try to get a point across with your child for example, and they respond negatively you should know how to deal with this. Your answer shouldn't be yelling or anger, it should be calm

explanation gained from advanced communication skills. That is the true key to being successfully social.

Effective Communication



I believe that adaptability is one of the most important skills that an individual can have. Its all about how much you are affected by are you change, and I truly believe that if change is something that you cannot handle, you're not ready for life. Life is ever-changing; you never know when you might get in a car accident and lose your vehicle, or your computer could get stolen out of your car when you're in the store. In situations like these you cannot just give up, you have to adapt. Take the bus instead of your car, go to the library when you don't have your own personal computer; there are plenty of answers to many problems if you put in the effort to look. This is where adaptability comes into play though, as some people can handle the pressures of change, but some people cannot. If you cannot deal with a changing environment then even a workplace would be difficult to exist in, as those are ever-changing. If your boss moves you to a different area, or your job requests a that you move period, you should be able to handle different changes depending on the circumstance. The world is ever-changing as well, which is exactly why adaptability is so important.