**Skills Paper.**

**Hritik Pathak**

**W10013983**

**Prf. Dr. Elliot.**

Three of the skills that I am going to explore are Communication skills, leadership skills and Emotional Intelligence.

The ability to communicate is very important in a job. Have a good communication skill helps a person to express what they are trying to say and better convey the message. One should be able to do that in person and in social media too. Talking about the a few of the important communication skills that one needs to have is listening skills, respect, confidence and body language.

Listening is no doubt the first and the major step of a good communication. If you understand the thing better and know what the actual problem or a suggestion is, then you can always come up with a better solution or a reply. So, it is very necessary to pay close attention as it helps to better respond to the other person.

The other major skill of communicating well is communicating with respect. Our job can always be frustrating. You never know what you will have to deal with before you go to work. But if you listen properly and reply the other person with respect, it will surely make your job a lot easier. Also, it is important to respect other ideas. If someone is presenting something, instead of looking at your mobile phone, trying to make an eye contact with them will make a major difference. Treating everyone with this kind of respect help us be a better communicator, which is very important in a work industry. Doing the same thing with a confidence will make a good difference. It is important to be confident while you are interacting. Making a good eye contact and speaking in a firm and friendly tone will show your confidence and will help in better communication.

The other important skill to have is a **leadership skill**. Being a leader doesn’t mean asking everyone to do things, but also being involved in the job equally. Everyone in the group should have this quality. It makes the team better and strong. The team can then perform at a different speed and with different ideas. Every positive and soft skill has an impact in developing the leadership skill. One must practice how to make good decisions quickly with the amount of information they have. This includes problem solving skills, taking initiative, doing proper research on every topic, evaluating and then taking the decision. This is a very special quality to have. Whatever you do, you have to do it with confidence and the result that it produces, you need to have the ability to take the responsibility for it.

The other thing that makes you a good leader is Integrity. It is regularly seen as honesty or genuineness yet as a rule, it likewise implies having and remaining by a bunch of solid qualities. Integrity in the working environment regularly implies having the option to settle on moral options and assisting the organization with keeping a positive picture. All organizations look to enlist laborers who have a solid feeling of respect. Having respectability as a leader, not just supports the most honest and reasonable practice and result, yet in addition, sends a solid and positive guide to the group. It makes you a good leader and makes you strong, which therefore makes the team strong.

Another important skill that makes you a good and a strong leader is the capacity to instruct and mentor. Adequately instructing associates or direct reports to fill in their vocations helps associations scale. Frequently, this expertise necessitates that pioneers contemplate themselves and more about how to make them group all in all effective. It is important to have the motivation and the clarity to be a good mentor. A good mentor should be able to recognize and reward. Trying to be helpful, checking on the other workers to see if there is anything new or maybe just to see if everything is right with them.

**Emotional Intelligence** also known as EI is the capacity to comprehend and deal with your own feelings, and those individuals around you. Individuals with a serious level of passionate knowledge understand what they're feeling, what their feelings mean, and what these feelings can mean for others. Few of the things that affects someone’s emotional intelligence is self-awareness, motivation, empathy and social skills. If you're mindful, you generally know how you feel, and you know what your feelings and your activities can mean for individuals around you. Acting naturally mindful when you're in an administrative role additionally implies having a reasonable image of your qualities and shortcomings, and it implies acting with humility.

Self-motivated leaders work reliably toward their objectives, and they have very elevated requirements for the nature of their work. If you know where you stand, you will always be emotionally strong and brave. For leaders, having sympathy is basic to deal with a fruitful group or association. Leaders with sympathy can place themselves in another person's circumstance. They help build up individuals in their group, challenge other people who are acting unfairly, give valuable input, and tune in to the individuals who need it. In the event that you need to acquire the regards of your group, it is a good idea to show them you care by being empathic. Emotional intelligence affects everything. Every surrounding around you makes an impact on it. Your school, mental health, physical health and your relationship determines your emotional intelligence. But the one who stays strong no matter what, turns out to be a leader and always makes an amazing impact in the team.