

Communication Skills For Professionals

Lecture Series by Dr. Mahim Sharma

Lecture 6: *Soft Skills*

Various Aspects of Soft Skills



Few Desirable Soft Skills



Solid Work Ethic

Few Desirable Soft Skills



Positive Attitude

Few Desirable Soft Skills



Adaptability to Situations

Few Desirable Soft Skills



Time Management

Few Desirable Soft Skills



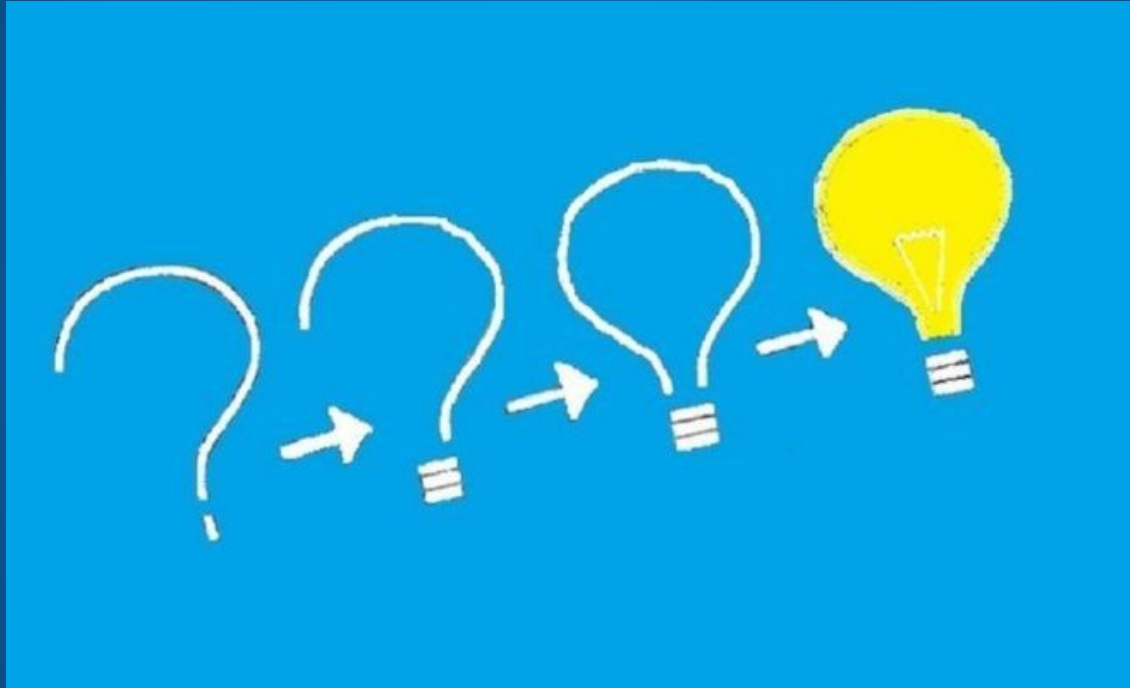
Communication Skills

Few Desirable Soft Skills



Team Leader

Few Desirable Soft Skills



Analytical Skills

Few Desirable Soft Skills



Self Confidence/Esteem

Few Desirable Soft Skills



Accept/ Give Constructive Criticism

Few Desirable Soft Skills



Handling Stress

Aspects of Personality Development

Be **aware** of your own self

Remain **assured** about your outlook towards life

Hold a **strong belief** in yourself

Be in **contact** with new people

Expanding **New Interests** is always an option

One should be an **Active Listener**

A charming human being makes others **comfortable**

Be **Well behaved** in your approach to people

Do positive efforts on your **Body Language**

Remain yourself in **all situations**

Need for Soft Skills

Top 10 Most In-Demand Soft Skills

(Based on % of members with skill who were hired into a new job)



1	Communication	57.9%
2	Organization	56.5%
3	Teamwork	56.4%
4	Always Punctual	55.9%
5	Critical Thinking	55.8%
6	Social Skills	55.8%
7	Creativity	55.0%
8	Interpersonal Communication	55.0%
9	Adaptability	54.9%
10	Friendly Personality	54.6%

Thank You