

Communication Skills For Professionals

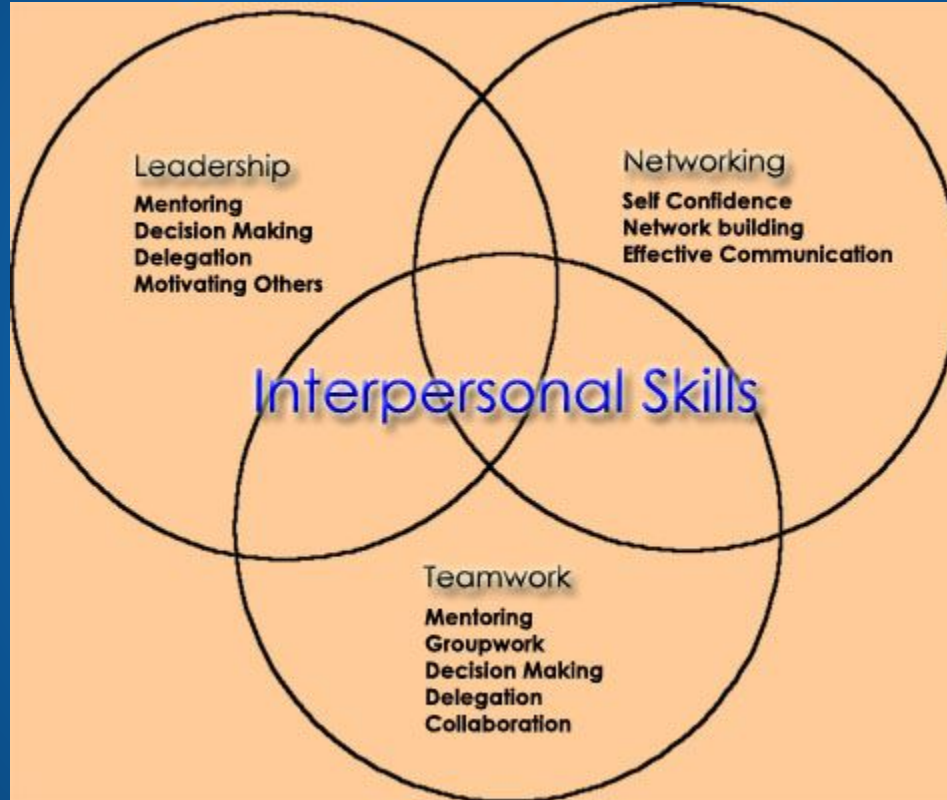
Lecture Series by Dr. Mahim Sharma

Lecture 8:
Interpersonal Skills

Various Interpersonal Skills



Various Interpersonal Skills



Time Management



How do you manage time when tasks multiply?

Time Management

Focus majorly on **Self Management**

There should be attempts to **assess your time**

Delegate work if Time is running short

Always be aware of what is your **Priority**

Plan your work in a manner where slots have buffer time

Any **Stress** in Time Management must be handled gracefully

Challenge anything that you believe wastes time and effort

Activity Planner is a delightful aspect of management

Manage your time as a **whole and not segmented**

Sharpen your **Decision Making**

Team Player



Do you have the ability to work with a team reference?

Team Building

“**Talents** win Games, **Teamwork** wins Championships” - M. Jordan

“**None** of us is as smart as **all of us**” - Ken Blanchard

Each member should be **Accountable** for his/her actions

The **Commitment** to work is an irreplaceable value

During stressful situations, **Mutual Respect** is must

Each member should be **Consulted** before each decision

Regularly **Celebrate** each member's achievements

Set clear **Objectives** for all members of the team

Criticism should not be ignored for relational growth

All must **Participate** with a selfless attitude

Leadership Skills



Do you have the Humility and Vision to lead a group of people?

Leadership Skills

“Leadership is about one life **influencing** another” - J. C. Maxwell

“Leader gets the people to do the greatest things” - Ronald Reagan

Existential difference **Boss** and **Leader**

Leader strives to **Inspire** and **Motivate** others

Good **Communication Skills** are a must

Leader **Build Relationships** with members and clients, customers

Innovative approach in their motto

Leader **Recognises** and **Acknowledges**

The **Interest** of the team supersedes it all

Leader **Stimulates** the passion and enthusiasm of all

Emotional Intelligence

**“Yes, I think I have good people skills.
What kind of idiot question is that?”**



Do you think Fame, Talent gives you leverage to be cynical, rude, ruthless?

Emotional Intelligence

“All learning has an **Emotional Base**” - Plato

Potential to **Recognize** and **Understand** our emotions

Self Awareness is a building stone to Confidence

Being jealous, impulsive are matters of **Self Regulation**

Managing disputes is an essential **Social Skills**

Self Control evades creating an unnecessary scene

Observe how you react to people and situation

Excuses are escapes **one must not take**

Self Evaluation can harness one's mental peace

To **Believe** in oneself is to ignore negativity at various moments

Self Confidence



How confident are you that you are the best person for this job?

Positive Attitude



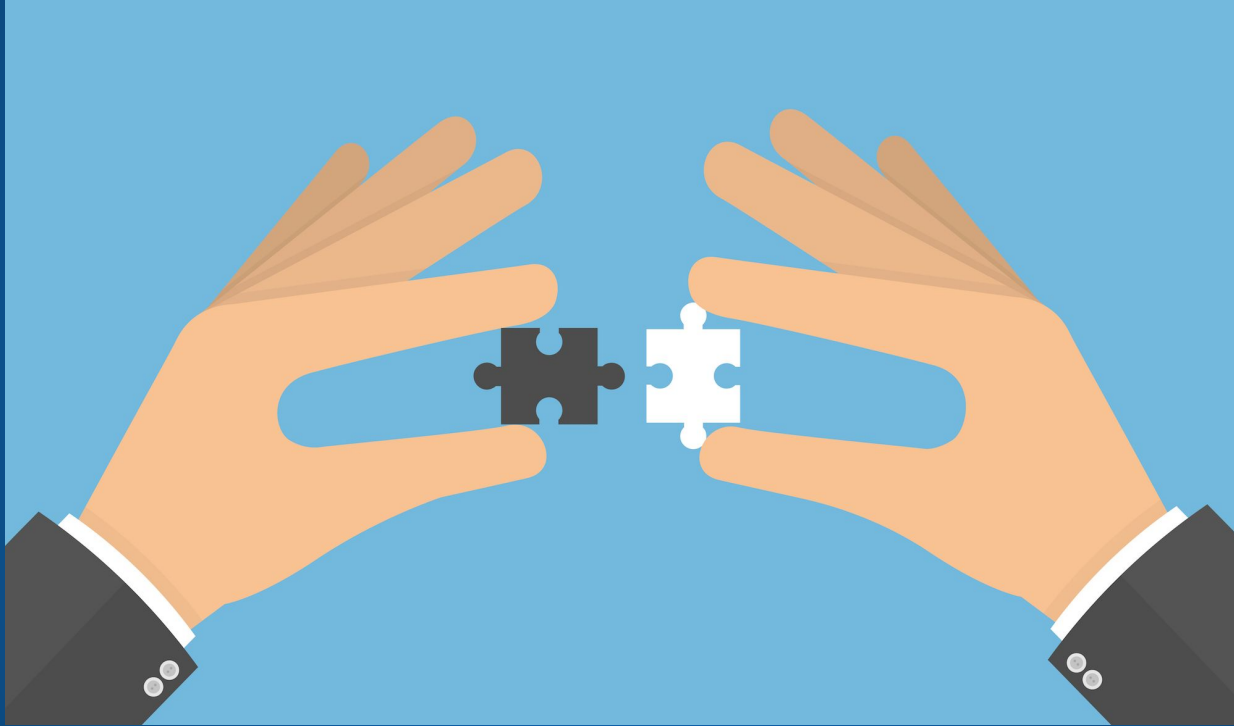
How to assert a positive presence and attitude?

Communication



How do you articulate in Written, Oral and Visual Channels?

Analytical Skills



How well do you put the pieces together?

Handling Stress



When do you believe you crack under stress and what then?

Thank You