

INTERPERSONAL SKILLS

PRESENTATION

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WHAT ARE INTERPERSONAL SKILLS?

- **Definition:**

Interpersonal Skills, also known as **People Skills or Soft Skills** are how best you communicate, interact and relate to others

Importance of Interpersonal skills

- **Howard Gardiner** described Interpersonal skills as one of the “**Multiple Intelligences**”. Being able to understand and work with others in teams or groups is another important aspect of modern business environment
- These skills focus on facilitating team work, ensuring group effectiveness, decision making, running meetings and presenting work.

Interpersonal Skills, What does it Mean?

What qualities does person have?

Interpersonal skills are the skills that a person uses to interact with other people

What are qualities of person with Interpersonal Skills?

A Person should have:

1. Remain faithful
2. Be a leader in any situation
3. Give priority to people rather than position & prosperity
4. Never blame other
5. Have loyalty and integrity among unfavourable circumstance
6. Have Accountability
7. Have forgiveness

The skills includes:

- ❖ **Build healthy relationships**
- ❖ **Will help to review one's own personality**
- ❖ **Can be used in a group to bring the best out of others**
- ❖ **Enhance employability**

What are Interpersonal Skills

1. Communication
2. Conflict Management
3. Empathy
4. Leadership
5. Listening
6. Negotiation
7. Positive Attitude
8. Teamwork

Definition of Communication

**The Word “Communication”
has derived from Latin
words “Communis and
“Communicare” which
means to “Sharing & share”**

Definition: Communication, it is a process of sharing the information, ideas, views, thoughts, opinions, from one person to other person.

Intrapersonal Communication

Intrapersonal Communication

it is the process by which an individual communicates within themselves.

When does it happen?

- ❖ In planning
- ❖ Problem solving
- ❖ self-reflection
- ❖ self-image- Visualization
- ❖ critical thinking
- ❖ emotions (empathy)
- ❖ sub vocalization (reading in one's mind)

Hence, Communication means the exchange of information with one another. But any kind or sort of communication should be understandable by both recipients of information (i.e. listener and speaker)

There are many skills, but a skill never be hidden, one day or other the skill should be exhibited through proper channel