

RESPONSIBILITY

PROFESSIONALISM

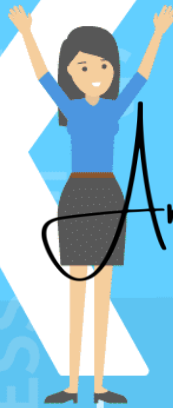
POSITIVE ATTITUDE

COMMUNICATION

FLEXIBILITY



SKILLS



SOCIAL SKILLS

EMOTIONAL INTELLIGENCE



COMPETENCE



COURTESY

INTEGRITY



KNOWLEDGE



Animesh Kumar

SKILLS TOOLS

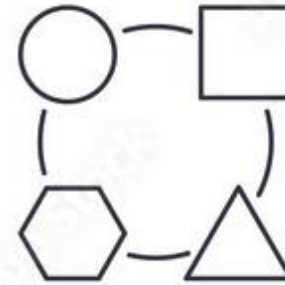
Essential Soft Skills At Workplace



COMMUNICATION



LEADERSHIP



ADAPTABILITY



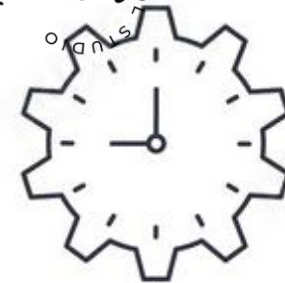
PROBLEM SOLVING



CREATIVITY



WORK ETHIC



TIME MANAGEMENT



TEAMWORK

Animesh Kumar

SKILL SKOOL
ORGANIS

Empathy



**Use
Empathy**

Words are power

- The Ability To Identify With another person's experience
- Helps Create Connections With Others(building network)
- Forges Stronger Interpersonal Connections

Emotional Intelligence

- The Ability To Recognise And Manage Feelings
- Self-Awareness
- Self-Management
- Social Awareness
- EQI(Emotional Quotient Intelligence)

Animesh Kumar SKILL SKOOL STUDIO

Professionalism



Professionalism

Is Not

Cold

Distant

Not Empathetic

Is

Responsible

Of Integrity

Accountable

Excellence

Communicate To Be Productive

Qualities:-

- Being Punctual
- Dressing Appropriately
- Being Neat And Clean
- Speaking Clearly And Politely
- Striving to meet High Standards
- Offering Empathy
- Not Tearing Others Down
- Its Ok To Be Wrong(Accept Feedbacks Positively)
- Leading From Front

Animesh Kumar SKILL SKOL STUDIO

Problem Solving

Problem Solving



- It Is Important For Every Industry
- It Should Be Practised On A Daily Basis
- It Enhances Productivity
- Cultivates Relationship

Animesh Kumar
SKILL SKOOL STUDIOS

Steps Of Problem Solving:-

Define a problem

Generate alternate solution

Evaluate the plans

Implement and Re-evaluate

Learnings From Criticism



CRITICISM IN WORK

- Accept It As A Feedback And Act Positively On It
- Recognize Your Mistakes And Keep The Focus On Improvement
- Don't Be Defensive (Do Not Focus On Correcting or proving yourself right)
- Accept That You're Not Perfect , Nobody Is Perfect
- Have A Thick Skin
- Train Yourself On The Field's You Lack On
- Speak to Your Seniors/Mentors For Improvements
- Clear The Air And Don't Hold Any Grudges

Animesh Kumar

SKILL SCHOOL
ORIGINS

Adaptability & Flexibility



Animesh Kumar

- Adaptability & Flexibility Are The Ability To Change According To The Needs Of A Situation
- Adaptability Yields More Success In Less Time
- Get Over The “Good old days ” Syndrome.
- Learn To Change When Process Changes
 - Adapt to changing circumstances
 - Adapt to learn new skills
 - Adapt to work with different types of people
- Highly Adaptable People Are Valued More Than Highly Skilled People
- Adaptability Gives You Chance To Take New Roles
- Always Expect The Unexpected

ARE YOU
OPEN TO
CHANGE?



Team Building Techniques



▼
Team Work

- Identifying Capabilities
- Get Into Your Role
- Learn The Process
- Find The Flow State
- Having Clear Goals
- Focusing On The Process
- Minimizing Interruptions
- Higher Quality
- Most Imp.

Animesh Kumar
SKILL SKOOL
STUDIO

Time Management Techniques



Effective Time Management

➤ The Art Of Scheduling/Blocking:-

- We often do whatever comes to hand fast
- Works as reminder
- Keep track of the time spent on a specific task

➤ Prioritizing:-

Animesh Kumar
SKILL SKOOL
STUDIO

Most Important

Takes Much Time

Least Important

Takes Less Time

Time Management Techniques

Animesh Kumar
SKILL SKOOL
STUDIO



Effective Time Management

➤ Managing Distractions:-

- Distractions can be managed , minimized but can never be eliminated altogether
- Identify and analyse your distractions and plan your time accordingly

➤ Multitasking Is A Myth:-

- Makes us lose 30-40% of our time
- Divides attention leading to errors

Self Confidence



➤ Self-Confidence Is The Belief That:-

- You know what to do and how to do it .
- You are good at what you do
- You can handle whatever comes your way
- You stay up without tearing down others

➤ Traits Of Confident People:-

- They are not afraid to be wrong
- They take a stand even if they end up falling
- They do not seek the spotlight
- They ask for help when they need it
- They think in possibilities and not in obstacles
- They do not put others down
- They acknowledge their mistakes
- They seek feedbacks
- They “WALK THEIR TALK”

Animesh Kumar
SKILL SCHOOL
STUDIO

Animesh Kumar
SKILL SKOOL
STUDIO

Communication



- Sending And Receiving A Message
- Listening Actively
- Hear What Is Being Said
- Speaking Or Writing Clearly
- Ways We Communicate :-
 - Non-verbal communication(eye,posture)
 - Verbal communication(words,spoken)
 - Body language(gestures,personal touching)
 - Visual communication(video,image)

Communication

➤ Non-Verbal Communication:-

- 70% of the communication is non verbal
- Gestures , body language , eye contact
- “Awareness”
- Pay attention to how you use your body
- Be open or approachable
- Impatience (Body & Gesture)
- Notice your verbal as well as Non verbal communication response to others



Animesh Kumar
SKILL SCHOOL
GOALS

Attitude And Work Ethics

Animesh Kumar
SKILL SKOL STUDIO

Work Ethic



Attitude & Work Ethics:-

- Creating a positive attitude leads to happiness in workplace
- Builds strong relationship
- Better problem solving
- Clarity on your goals

Build Trust(always be honest & Trustworthy):-

- Lack of trust destroys productivity
- Trustworthy people are:-
 - ✓ skilled
 - ✓ passionate
 - ✓ have strong work ethics
 - ✓ self aware
- Practise Gratitude & Be Thankful(Love Your Work)



THANK YOU