

ESSENTIAL ACQUISITION OF SKILLS FOR COMMUNICATION

Abstract: Language is an essential part in our day-to-day life. In order to fulfill our needs in this world; we need to collaborate our language with the skills of communication. For this we have to develop our 'life skills'. Individual abilities that help in promoting mental well-being and competence in young people to deal with the various situations in life – the pleasant as well as harsh realities of life; for this life skills are essential in our daily life. It will strengthen us from within, so that their acceptance in a socio-cultural framework will be high. In fact, life skills are all the behaviors and feelings that exists within all of us; which influence our ability to connect with others. The elements of life skills include our personal skills that are usually interpersonal, non-specialized communications; which are difficult to quantify such as emotional maturity and stability, decision-making, leadership skills, communication skills etc. It is important to recognize that adolescents need social and emotional support that may require reinforcement of norms and acquisition of skills; which are essential to cope with the difficult situations that they encounter in their day-to-day lives.

Keywords : Competence, Life skills, Personal skills, Soft skills, Chain behavior, Emotional support.

1. Introduction

Today's world is asking individuals and organizations to rise to the demands of rapid change, and to be transformed by unplanned evolutions. To do this successfully we need the best supporting skills possible, and so comes into the pictures acquisition or a company depends on the employers performance and exclusively their skills in communication play a vital role than everything. It will transformers ones personal life into a better one. Communication skill of an employee assures to occupy is permanent place than his job – related potential in his working organizations and even in his standard of life. In order to built once life, one need to first acknowledge the fact they need to improve communication skills from to time.

2. Personality Development

Personality is concerned with the psychological pattern of an individual – the thoughts, emotions and feelings – that are unique to a person. In fact, the totality of character, attributes and traits of a person are responsible for molding his personality. These inherent personality traits and the different communicative skills with each other and make a person what he or she is. Throughout the signs of communication one can bring out a number of in intrinsic qualities of a person; which include his appearance, manners, habits, taste and even moral character. Communicative skills strengthen a person's personality and how he presents himself to the world. The below table 1.1 shows how personality attributes and individual characteristics reflects with communication signs.

Personality attributes and there characteristics (signs of communication)

Individual personality attributes	Characteristics
Maturity	Wisdom, Sagacity, Depth
Achievement – Oriented	Performance – and Goal - Oriented
Intellectual	Sharp, Intelligent
Emotional	Excessive feelings
Energetic	Active, Agile
Physical attributes	Healthy, Robust, Strong
Material attributes	Spendthrift, Possessive

Through this one's personality sends out a signal that others read.

3. Interpersonal skills

Interpersonal skill is an important aspects of one's personality. It means a congenial and a pleasant interaction of people with others. The various psychological factors that exist within every human being and which consequently influence our behavior while interacting with others referred to as interpersonal skills. Those possessing effective interpersonal skills are capable of appropriately communicating with different people who possess a variety of personality traits. This skill is constantly evaluated by everyone concerned – co-workers to superiors it has an important role in ones carrier growth.

4. Communication skills

Communicating effectively is the single most important soft skill one must possess today. The main intent is to convey messages to other people clearly and unambiguously. Communication is also about receiving information that other people send . Thus, it is a two – way process. It establishes a link between the sender and the receiver of that message. This process is completed only when the sender and the receiver of the message are certain that the actual message conveyed by the sender has reached its destination, the receiver. Communication skills comprise into different skills like speaking skills, listening skills, non-verbal communication or body language. For this competitive world to develop individual abilities and personal skills we need effective communication skills.

5. Process of communication

Communication is a two – way process. It has two parts – to convey messages, and to receive messages. The communication process thus consists of the sender who is the sources of message, the encoding process and finally decoding of the same by the receiver. Idea →Encoding →Transmission →Reception →Decode →Message or Idea →Response. The process is continuing like a chain 'Behavior'.

6. Need for effective communication

Living beings have one or other means of communication among themselves to ensure survival. Man is no exception; initially communication among human beings was probably limited in scope and low in effectiveness. Later on, man's intellect grew, so did his ability to communicate effectively. Being a social creature necessitated the development of more sophisticated means of communication like spoken and written language. Language is the single most important tool for man to achieve his goals. For this, communication skills become an unavoidable part of his life. We have all become part of complex web of interdependency us is evident from different types trade transactions that transcends boundaries, cultural exchange namely social media, collaborative projects involving virtual teams and the availability of information literally on ones finger tips. All this possible when individuals have interaction with one another by means of exchanging information etc.

In a social context, the need for effective communication includes.

- a) Maintaining the social order.
- b) Interaction among members of community as well as between communities.
- c) Ensuring the continuance of culture.
- d) Ensuring the flow of knowledge from generation to generation.
- e) Sharing and dissemination of knowledge especially in science and technology that has a major impact on ones standard of living.
- f) Sharing of love and concern to foster family and relationships

In a work place context the need for effective communication include

- a) Facilitating the flow of information up and down the chain of command.
- b) Ensuring clarity regarding specifications, procedures, proposals, standards, orders etc within and without the organization.
- c) Avoiding 'Reinventing the wheel' due to lack of proper and effective documentation.
- d) Understanding customer's needs and responding appropriately.
- e) Maintaining organizational harmony.

7. Life skills

Life skills are the behaviors' and feelings that exist within all of us that influence our ability to connect with others. They are an individual's personal skills that are usually interpersonal, non-specialized, and difficult to quantify. There are eight basic quality that form the frame work of one's life skills: (i) Emotional maturity and stability which include self –motivation and self –initiation, (ii) decision making (iii) Leadership skills (iv) Team playing skills, (v) problem solving skills (vi) communication which includes listening skills (vii) negotiation skills and (viii) adaptability.

7.1 Determinants of life skills

Life skills can be call as people skills packed by our emotional and social intelligence that help to behave in a socially acceptable manner and adapt ourselves to a social environment so that others are comfortable in our company and vice versa

Our life skills determine

- (i) Our ability to function harmoniously with others.
- (ii) Our openness to learning new ideas
- (iii) Our tolerance to not – so – pleasant situations and differences in opinions.
- (iv) Our readiness to accept people from different cultures.
- (v) Our willingness to make things work in our personal and professional life.
- (vi) Our ability to manage situations by weighing its sensitivity and attuning our action accordingly.

Keeping this in mind we can say these skills have a bearing on our intellectual skills to determine our IQ as well as our non-cognitive skills also; which will enhance individual abilities.

8. Problem – solving skills

Problem solving skill can make a huge difference in our career. Every people can easily attain of having good problem solving skills as we all encounter problems on a daily basis. Regardless of the nature of the problems, a fundamental part of your role is finding ways to solve them. It would be great thing to solve all problems efficiently and in a timely fashion without difficulty. Thus planning and structuring will help make the problem – solving process more likely to be successful, good judgment etc will ultimately determine the problem solving a great success.

9. Leadership skills

Leadership skill is the ability to motivate a group of people towards a common goal. Leaders are people who have a vision, a drive and a commitment to achieve that vision and the skills to make it happen. They are realistic and they constantly drive forward towards their goals

9.1 Skills that leaders use

- (i) Integrity – leaders have integrity, people have to believe that a leader is pursuing his / her dream because it is right thing to do.
- (ii) People’s person – leaders relate easily to people and understand the difference that makes people unique. They are able to use those individual skills to achieve the goal.
- (iii) Positive attitude – leaders have positive attitude it helps them and their teams reach their goals.

10. Conclusion

By using the skills every individual can strive much better than before to face challenges in their day – to – day life.

References

- [1] Dr. T. Charkrvarthi, Kalyana & Dr. T. Chakravarthi Latha. 2016. “Soft skills for managers” second edition, Biztantra Publication.
- [2] Dr. Verma, Shalini “Development of life skills and professional practice”, Vikas Publication.
- [3] S. Remesh & R.G. Vishnu 2016. “Life skills for Engineers”. Ridhima Publication.