

A Beginner's Guide to Interpersonal Skills



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INTRODUCTION

Amongst the various skills that students and professionals may have, the one thing that will make them stand out is their interpersonal skills. They are very essential when you are looking for opportunities that are niche or much coveted. So, what are they? Well, to know more, read on.

Interpersonal Skills are many, but in short, it's the skills you need to have when while interacting with people. It is the skills that you need whilst engaging a crowd. It's how you handle yourself in a crowd, or a conflict. They are personal skills that you need to learn or develop for when you engage with another person – hence 'inter' personal skills.

The list goes on and on, but since this is a Beginner's guide, we will touch upon the important ones. We'll see how they are important for not only our professional lives, but our personal lives as well.



BEING POSITIVE AND CONFIDENT

Well, this might not have been on the top of your list, but it is very important. How we go about addressing issues depends on our mindset, on how we think about any situation. Optimism helps your general mental health, and thereby, it adds that extra passion and belief when you go about your work – both personal and professional.

There is often a drastic difference between a person who does their work fumbling all the way, and one who does it with ease and confidence. When we see someone with a positive attitude, we can't help but feel confident ourselves.



Therefore, developing these two skills are imperative to achieving success. Though developing confidence can seem daunting, it is something that has to come from within. And once you start being optimistic, about yourself, and your capabilities, you'll ooze confidence in every step and action you make, before you even know it.

COMMUNICATE RIGHT

Being able to communicate is the most important thing at the moment. Being able to do it in a manner that is clear and sound, even more so. Excellent communication skills can open doors for you, doors you did not even know existed.

There are many facets to improving your communication skills. It's not only about knowing the language, but being confident about it, articulating well, and actually making sense while you are talking. So, how do you go about it?

Well, the first thing you need to develop is a – a thick skin. When you start talking to people, when you come out of your shell, you need to learn how to convert every criticism into a constructive one.

Next on the list is developing a strong grasp on the language. English is the universal medium of communication. We all have our own vernacular languages, but to maximize the reach of your thoughts, you will have to speak in a medium that is known to most.

Thirdly, and most importantly, as we saw in the previous chapter – Confidence. You need to be able to communicate your ideas. Actually, tell them out loud – not just in your mind! Remove any fear you might have, and speak out. You will be heard, and your ideas, appreciated.

Some simple things you can do are – read an English Newspaper. This will make sure you are abreast with the happenings of the world, and you will have something to talk about. And secondly, to help with your fear, try talking to yourself while you are standing in front of the mirror. It actually helps.

CREATIVITY

Technology is growing leaps and bounds every single day, in ways we've never even thought about, and though it is great to be a part of these innovative times, we also face the issue of having an extremely short shelf life.

Innovations and Ideas get outdated quicker than expected, bringing about a need for creative ideas like never before. This is where your creativity come into play. You can reach greater heights if you pair your creativity with excellent interpersonal skills.



Gone are the days of highly secretive, and extremely shy geniuses. People these days are more open with their ideas and thoughts. They want to share them with the world, and the greatest minds are looking to have such people on their team.

So, to cultivate your creative side, learn more, grow your mind, and your knowledge, creative ideas will flow through you in no time.

CONFLICT MANAGEMENT

Conflict Management is essential because of our work setup. We work with people and conflicts may arise from time to time. Your conflict management skills will not only display your confidence, but also your attitude and leadership skills.

The conflict may be because of opposing thoughts, goals or feelings, and since people are involved, they must be resolved in a way wherein sentiments are not hurt.



Your conflict management skill will come to use when you are working in a team, or even while you're studying, as all we need for a conflict to arise is a group of people! Our tips when you are trying to resolve one, is to display patience, and hear all sides out. Use a calm and confident voice, and help them see the differences. All conflicts might not get resolved, but everyone related will learn something from the experience.

TEAM PLAYER

Always be willing to take one for the team. We are not asking you to be the fall guy here, but try being that one person who can take up anything that's thrown their way.

No team has pre-set roles. Yes, we might have pre-set jobs, or tasks, but our roles per se, can vary. There are moments when you will have to be the one who motivates everyone else, or when you will have to lead your team in the absence of one have that job. There are times when you will have to more than what's necessary to get the job done – it could be stretching your hours, to working on weekends.



These things will reflect very well upon you, the flexibility that you show, and the fact that are not shy from hard work. We might think that a team player can get lost in the crowd, but know that if you are a team player, the right people will always know about you, and they are the ones that matter.

CONCLUSION

Well, Interpersonal skills are aplenty, and here, we have just gone through a few of them. It's all about personality development, as these skills will help you lead a healthier and more prosperous life – in both professional and personal arenas.

