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Assignment : Communication & Soft Skills - overview

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Communication & Soft Skills - overview

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⇒ Basic of Communication Skills?

These basic communication skills are speaking, writing, listening and reading. The way you communicate with other and present your ideas makes a lasting impression on people.

⇒ Basic of managerial Communication.

Managerial Communication is a function which helps managers communicate with each other as well as with employees within the organization. Communication helps in the transfer of information from one party also called the sender to the other party called the receiver.

→ Four pillar of effective Communication.

Here are four pillar of excellent Communication that every soon-to-be-great leader can development to achieve their goals. Listen, listen, listen. We recently talked about how much the simple act of listening can improve leadership skills, especially in the hospital environment.

1. Credibility ⇒ every communication no matter how minor in scope or ~~the~~ message must be believable. Credibility is earned over time in interaction at a time but can last in a moment if the message does not ring true.

Facts are the starting point ~~the~~ for credibility. Club leaders are the experts in club

matter but should rely on true subject-matter experts - medical, healthcare and government experts and official - and facts based information when providing update and guidance.

2. Reliability $\Rightarrow$ Can members and employees rely on their Club leader to give them the information they need? And can they count on them to deliver that information in a timely manner - as soon as possible and as soon as it has been verified.

3. Connection $\Rightarrow$ In the midst of crisis, when six feet of social distancing - often question to long-range social separation people years of human connection we see evidence of that in

The social media post from our friends and colleagues that show family member playing board games and friends enjoying ~~board~~ ~~game~~ happy hour while connected through video chat apps.

The Communicat lesson is simple stay connected and make it personal.

4.

Clarity →

There's no room for ambiguity in Crisis Communication. This is a time for plain language delivered simple and without frills. The goals of providing the information that member and staff need to make their own well-informed decision should ~~be~~ override any attempts at eloquence.

A good test to ensure Clarity is to read the message out loud first to your self and then to a member or staff room person, before it goes out if you stumble over a phrase or someone asks you to reread a sentence you know it's time to go back and simplify.

⇒ Nonverbal Communication.

Nonverbal Communication refers to the expression of single or message via gestures, facial expressions, and body language. Both manager and employees should pay attention to the way in which they communicate with their bodies as it can greatly affect the message conveyed.

⇒ Term quiz ⇒ A quiz is a form of game or mind sports in which players attempt to answer question correctly about a certain or variety of subject. quizzes can be used as a brief assessment in education and similar field to measure growth in ~~knowledge~~ knowledge, abilities or skills. They can also be televised for entertainment purposes, often in a game show format.

⇒ Communication Soft Skills ⇒ Communication soft skill are the tools you use to clearly and effectively converse with other, set expectations, and work with other on projects.

⇒ Ingredient of professional Communication
six ingredient for effective Communication.

- ~~Focus~~ Focus on listening not responding.
- Be open minded.
- Provide empathy.
- Don't be so quick to resolve an issue.
- Be present.
- Provide feedback if it asked.

⇒ Business letters → A business letter is a letter from one company to another or such organization and their customer clients, or other external parties. The overall style of letter depends on the relationship between the parties concerned. Business letters can have many type of

Content, for example to request direct information or action from another party to order supplies from a supplier, to point out a mistake by the letter recipient, to reply directly to a request, to apologize for a wrong, or to convey good ~~will~~ will. A business letter is some time useful because it produces a permanent written record, and may be taken more seriously by the recipient than other forms of communication.

⇒ Resume writing

A resume ~~is~~ is a structured summary of a person education employment background and job qualification before you begin writing a resume, make

sure you understand its true function - as a brief persuasive business message intended to stimulate an employer's interest in meeting you and learning more about you.

→ Employability Skills

Employability skills are the essential skills, personal, qualities and values that enable you to thrive in any work place.

These are also called enterprise skills, communication skills or workplace skills.

Employability skills include things like:

- Good Communication.
- Motivation and Initiative.
- Leadership
- Reliability / dependability.

- Following instruction.
- Term work.
- Patience.
- Adaptability
- ~~Self~~ emotional Control
- Resilience

You can build your employability skills through participation in.

- Paid work
- Up paid work and Volunteering.
- Sports and other hobbies.
- Community or other group activities.

⇒ Ingredient of professional Communication. Part 1.

→ 4 eight essential Components of Communication.

- Source
- Message
- Channel
- Receiver
- Feedback.

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- Environment
- Context
- Interference