

Interpersonal Skills
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Lecture-06
Interpersonal Attributes

Hello friends, we are doing personal attributes, and at the caption interpersonal relationship very important to survive in this competitive world.

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Interpersonal attributes

- Interpersonal relations makes a uniformity modeled personality, but it success they depends on the particular person.
- Job skills are known as "hard skills," they are technical skills learned through education or training.
- Soft skills are personal or interpersonal talents that cannot be measured but still effect a job performance.
- An applicant should have both, practical job skills and personal characteristics that make him a team player.

Because interpersonal relations very often act in the direction of making a uniformity modeled personality but how successful they will prove depends very much on the particular person, a part of that interpersonal relation offered to individuals many incentives for the development of their individuality that depends on several aspects. The first is job skills versus attributes; it is not always easy to quantify the talents you bring to the table when applying for a job.

Some help wanted postings to ask for requirements such as good communication skills or people skills, but proving you have them might be tougher than proving you are skilled with a software program for instance that is because these intangibles are personal attributes not job skills, for job hunters it can be crucial to understand the differences. So you can properly explain your

strengths in a cover letter or interview.

Job skills are known as harder skills which means they are technical skills that can be learned through education or training; these might be techniques or processes such as how to operate a machine. On the other hand, attributes fall into the category of soft skills, personal or interpersonal talents that cannot necessarily be measured but still affect a workers job performance. You can stand out as an applicant by describing both your practical job skills and personal characteristics that make you a good team player.

Job skills that can be highlighted include proficiency with technology whether on a basic level such as using social media or blocks or on a more technical level such as the ability to do HTML programming, being certified to use a specific equipment or tools to perform a construction tasks such as welding or carpentry also falls under the heading of job skills. Teachers are taught how to create lesson plans when they are education majors in college and accountants understand how to format a balance sheet.

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What Survival Skills and Personal Attributes Do You Need to Succeed?

- A potential employer might have required skills but it remain invisible unless you are able to display them.
- Basic among survival skills are social skills, which are increasingly important in all kinds of jobs.
- skills that are high in demand are problem-solving, interpersonal skills, and technical writing.

A potential employer will assume that as a scientist or engineer you have advanced technical skills, but some of them including the analytic and problem-solving abilities that are central to

what you do as a researcher might remain invisible unless you are able to display them, that is unless you also have such survival skills as communication, teaching, mentoring, teamwork and leadership.

Your total effectiveness might be difficult to see, basing among survival skills are social skills which are increasingly important in all kinds of jobs including research positions they are used when you participate in a seminar lead a team effort to solve a research problem or give a public presentation, they should not be considered optional or extra, scientists and engineers doing research are working more and more directly with non scientist members of the public and clients to solve problems.

All technical abilities being equal to the candidate who has strong social skills will be hired, in many jobs, you will spend a large part of your time in practicing non-technical skills. In 1994 the American Institute of Physics asked several thousand Ph.D. physicists working in industry government and Academy which skills they used most frequently in their jobs, their skills that they ranked highest were problem-solving, interpersonal skills and technical writing very true.

This happens even in IIT also, skills are developed as we mature and your years in school are a good time to make sure that you have the ones you need, a students who emerge as young scientists with a deficit of social and communication skills might be severely handicapped in pursuing a satisfying career, as the range of employment for scientists and engineers expands especially in the non academic world it is vital to gain as many skills as possible before leaving the university setting.

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Attributes are aspects of your nature it enable you to be someone:

- **Positive personal attributes-** are necessary attributes which provide the essence of 'quality' in working.
- **The importance of personal qualities-** are the foundation of how we behave and interact with others, and they with us.
- **Personal Qualities-** Self-Esteem, Self-Management, responsibility etc.
- **personal attributes valued by employers-** like Self- motivation, leadership qualities, respect, and team- working etc.

Attributes are aspects of your nature although they can be developed, unlike skills which enable you to do something attributes enable you to be someone positive personal attributes such as fairness, humor, and kindness I believe should be considered necessary attributes for a teacher. However, the nature of teachers work, and the uniqueness of the education profession should point us towards a different way of looking at quality teaching.

And importantly how we educate our pre-service teachers, of course, a high level of professional competencies are vital, but positive personal attributes help to provide the essence of quality in teaching, the vital capacity of teaching to transform learners, what are the importance of personal qualities or attributes that is very pertinent question to think about. The way that we manage ourselves is a central part of being an effective leader.

It is vital to recognize that personal qualities like self-awareness, self-confidence, self-control, self-knowledge, personal reflection, resilience, and determination are the foundation of how we behave, being aware of your strengths and limitations in these areas will have direct effect on how you behave and interact with others and they with you, without this awareness it will be much more difficult if not impossible to behave in the way research has shown that leaders

should.

This, in turn, will have a direct impact on your colleagues, any team you work in and the overall culture and climate within the team as well as within the organization. Self-esteem is very important qualities of the personal attribute, what is self-esteem, understand how beliefs affect, how a person feels and acts listen to and identify irrational or harmful beliefs you may have and understand how to change these negative beliefs when they occur.

Self management now what is this it means that how you assess your knowledge and a skills accurately, set a specific realistic personal goals, monitor progress toward your goal, responsibility that shows that work hard to reach goals even if task is unpleasant, do quality work, high display standard of attendance, honesty, energy, and optimism, well personal attributes valued by employers that are also one of the essential factors to discuss when we talk about interpersonal skill.

All employers have the attributes that they value; this helps them to find out about the industry that they are working in, doing this will make the employers more aware of what is going on which will gain them more knowledge and help to improve their skills. Self-motivation is where someone has own concern about achieving something and is well motivated by himself or herself without the continual influence of anyone else telling them what to do.

This is important to any employers as it shows that you have your own passion and determination to do the work. Leadership quality is also one of the important attributes this is when you undertake a certain task and get others to follow what you have explained. This skill is important in the IT industry as it shows the employer that you are willing to be in the lead of others and helps to achieve all the developments in the IT industry.

There are some qualities that each person should have in order to become a good leader, and

these include reliability, good communication, skills commitment time management, and honesty. Respect is also one of the important attributes, and this means having a positive feeling about yourself and others. Employers should be respectful to others, and belief in what they can do in this case, confidence is most important as it allows treating yourself and everyone else similarly.

Dependability is again a very important part of personal attributes, this is when the employer counts on the employees to do what is required for the job, also if when the owner trusts the workers with certain activities such as being ready for work on time and completing all the tasks asked for the day, it can include helping others when you are done with your tasks to make the employer satisfied it displays your enthusiasm to work.

When we talk of personal quality punctuality comes very prominently, this is when the employees arrive at the right time to work and are well prepared to take on any task set by their employer, this is important in IT department as it shows the employer that you are ready for work on time. Further problem-solving adds to personal attribute as an essential part, and this is when the employees undertake a particular problem and resolve it by working on it.

It is really important in the IT department as it shows the employer that his or her workers do everything to solve the problem and find the best solution, and this applies to any research-oriented institute. Determination is yet another important aspect when we talk of personal qualities, this is when both the employer and the employee make important decisions within the job.

The employer will have to make decisions on whom to employ and what skills they have. The employees will have to satisfy the employer with the decisions they make when working for them, independent workers what does it mean when we talk about personal attributes. This is when someone works on their own to get their work done with no one's help, exactly and it

happens when an employer employs a new person they will look at their skills that you have to see if you satisfy their needs.

In research-oriented institute department will look at independent working which is important as it gives the employer an understanding on how you work on your own, for the time management that gives a very good definition to personal attribute or quality and this means managing time efficiently so that the right activity is carried out for the right amount of time. This is important to an employer as it shows that you are aware of what you have to do.

And how long you should do each task, it will benefit the institute like IIT IT sector as some of the towers are time-consuming, and if we talk of punctuality and time management we should also discuss team working, and this is when a group of people work together by making decisions and sharing ideas on what can things be improved and how can they improve it and this is really important in the premier institute's like IIT and IT sectors as it shows the employer that you are able to cooperate with others in your team without any issues.

Written numerical and verbal skill what is this under the personal caption attribute this is the way that people communicate between each other. There are two ways of communication with others which are though written numerical and verbal it skill, some people in may prefer the verbal skill because it is easier for them, but some people may prefer written numerical because they like it better both of these are really important in the premier institutions and research institution as it shows the employer that you are able to use numeric data and verbally communicate with others in a department.

Planning and organizational skills, if we talk of research-oriented institutions, we need to know what is planning and organizational skill. This is one of the essential skills in any work in order to achieve a certain goal. These skills help employees to a stay for just on their tasks and build confidence it allows to quit thinking and decision-making. This is important in topmost research-

oriented departments and institutions as it shows the employer that you are willing to do all the above.

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Skills and qualities to use on your CV

- Interpersonal skills is essential for almost all jobs and highly valued by employers.
- Teamwork skills refers to how well you work with others in a team.
- Leadership skills is an important quality to have, when need to call upon.
- Ability to handle pressure and meet deadlines.

The best way to demonstrate your skills and qualities to the employer is during the job interview. Unfortunately to get a job interview you have to be shortlisted based on your CV cover letter and job application, one way to solve this problem is to make mention of your personal attributes and traits on your CV. This will assure the employer that you do possess soft skills which will aid you in your job.

Your interpersonal skills are your abilities to communicate and interact with others; examples of interpersonal skills include communication, interpretation, and body language, managing emotions, negotiating, and resolving conflict. This is probably the single most important personal skill to include on your CV as it is essential for almost all jobs and highly valued by employers; your teamwork skills refer to how well you work with others in a team.

So it should be mentioned in your CV very effectively, key activities in teamwork include sharing information, helping to resolve a problem, working towards common goals, rightly dividing tasks between team members. The reason why employer's value team players are

because everyone no matter what their job is will be working together with others to achieve certain goals or objectives.

This is the very definition of a team; therefore we are all team players and employers prefer the candidates that possess or have demonstrated excellent teamwork skills, well leadership is an important quality when we talk of job and job skills, it is an important quality to have even when you are not in a management or leadership position, even in personal life it is very important. This is because leadership consists of many other components that are desirable in any employee including taking responsibility for one's own work and mistakes.

Well this is very important quality when you are in an institution or holding some important position, having a long term vision and not be short-sighted being productive at all times and leading others to a successful outcome, possessing these characteristics means you do not need someone to spoon feed you or hold your hand on a daily basis in order for you to do your job. An effective way of demonstrating leadership skills on your CV is to mention any leadership positions you have held in the past.

Now if you are a project manager if you are class representative if you are coach leader or captain of a sports club or team you have to get some important qualities like leadership quality and coach quality. Employers highly value attention to detail because applicants with attention to detail tend to strive for perfection in everything they do. They will go the extra mile and not settle for good enough.

When writing they will not make silly spelling or grammar mistakes or write badly formulated sentences and move on, when designing a product they will design a product that fully meets the user requirements, not just party, well we are talking about leadership quality which is an important personal attribute. So they mean the leadership quality person.

Person who has this quality to lead the work, the department, the organization, institution it seems that it would be a pretty good idea to mention having attention to detail on your CV do not you agree, no employer wants to employ a candidate who takes forever to do the most trivial of tasks or sighs deeply whenever asked to do something. These types of candidates lack enthusiasm and personal drive.

Employees are more interested in people who are enthusiastic about what they do, completing tasks with excellence and always looking forward to the next one how can you demonstrate this on your CV you could use CV keywords such as passionate, driven, motivated when we speaking about your previous jobs, a accomplishments, or career aspirations. Making CV is a very difficult task because the written words are going to present your character in front of the person who is going to hire you.

Your initiative is your ability to initiate or to start things independently, it means that you do not sit and wait for things to happen or comment to you. You make things happen, and you make things come to you, you are always taking the first step when you require it and are never idle in the face of obstacles or challenges, well willingness to learn is also very important attribute no one knows it all.

Some people think they do, but they don't employers are looking for people that are willing to learn and develop their skills and qualities further. The best way to indicate your willingness to learn is by stating on your CV that you are taking on this position in order to grow professionally personally or technically whichever are applicable you can write. The stress level is also significant because your ability to handle pressure and meet deadlines is essential to mention while writing your CV.

The stress levels and pressure vary from one job to another, for example when comparing the job of a surgeon to that of a cleaner, applicants in most jobs however will one time or another

experience extreme stress or pressure in order to get something completed or a problem issue resolved on time. Employers are interested to know whether these candidates will crack under pressure or stay calm and carry out the tasks efficiently.

One way to reassure prospective employers of your ability to handle pressure is to make mention of it in your CV by giving real-world examples of instances in which you demonstrated having this ability. Examples could include resolving conflicts, handling customer complaints from aggressive customers, previously working in a fast-paced or high-pressure work environments meeting tight deadlines on time and within budget.

So you can point out such qualities in bold, now flexibility is important because whole industries let alone individual jobs are constantly changing. This may be driven by competition, changing customer expectations or technology. The companies that adapt to the new realities survive whereas those that cannot or would not adapt will go out of business. It is for this reason that flexibility is a highly desired personal quality in any job candidate.

Now may I ask you certain questions can you handle new situations, can you adapt to whatever circumstances you are presented with, can you complete a task in more than just one way, well if you can you are officially a flexible individual. Now how to write your personal qualities and attributes in CV, very important and this is what we are discussing well you can write in your CV, I mean the CV you are going to post it for a job like I am a committed, hard-working, reliable manufacturing engineer.

With a strong manufacturing engineering background and the positive attitude to challenges and opportunity, I have previously worked in busy fast-paced and challenging environments with a track record of introducing improved methods of manufacture resulting in reduced cost and increased operational efficiency, I take ownership of my tasks and I am willing to go the extra mile to deliver and exceed expectations where possible.

My current job role involves supporting production in several areas, therefore prioritizing means given prior importance to any work my work activity is a key strength that I have developed, well there is certainly more point that you can write in the employment section. For example, supervise a group of 6 contractors to demonstrate management skills meant deadlines on time and within budget to demonstrate organizational skills.

You have communicated with a wide range of stakeholders including colleagues, managers, clients, suppliers and the general public provided emotional support to patients suffering from depression and anxiety. Hopefully, now you have a better idea of how personality traits can influence our communications. I am sure that all my citing and examples are going to help you to develop your personal attributes as well as to help you to make a very rich and meaningful CV, thank you very much.