



**BHARATHIDASAN UNIVERSITY**  
**Tiruchirappalli- 620024,**  
**Tamil Nadu, India**

**Programme: M.A., HUMAN RESOURCE MANAGEMENT**

**Course Title : Personality and Soft Skills Development**  
**Course Code : 22HRM2NME1**

**Unit-IV**  
**Soft Skills**

**Dr. T. KUMUTHAVALLI**

Associate Professor

Department of Lifelong Learning

# Soft Skills: Your Secret Weapon

In today's competitive job market, having the right soft skills can be the difference between success and failure. These skills are the non-technical abilities that allow you to work effectively with others and achieve your goals.



# Effective Public Speaking

## Skills

Public speaking is a valuable skill in all aspects of life, from presenting ideas to leading teams.

Learn how to structure your speeches, engage your audience, and manage your nerves for impactful communication.

# Poweridletien

- BECODE in for hate Seriencep
- IPECUR : fop bace



## Honing Presentation Skills

1

### 1. Visual Appeal

Use visuals to engage your audience, like charts, graphs, and images.

2

### 2. Clear Structure

Organize your presentation logically with a clear introduction, body, and conclusion.

3

### 3. Practice Makes Perfect

Rehearse your presentation until you feel comfortable and confident delivering it.



# CV Preparation: First Impressions Matter

## Targeted Resume

Tailor your resume to each job application. Emphasize skills and experiences relevant to the specific role

## Quantifiable Results

Use numbers and data to showcase your achievements and demonstrate your impact.

## Proofread Carefully

Ensure your resume is free of errors in grammar and spelling. A polished document reflects your attention to detail.

# Challenges in Facing Interviews



## Anxiety

It's normal to feel nervous. Practice deep breathing and positive self-talk to manage your anxiety.



## Difficult Questions

Prepare thoughtful responses to challenging questions, demonstrating your problem-solving skills.



## Unpreparedness

Thorough research on the company and the role is crucial. Be ready to answer common interview questions.







# Interview Techniques: Putting Your Best Foot Forward

1

## Active Listening

Listen attentively to the interviewer's questions and provide thoughtful responses.

2

## Engaging Communication

Maintain eye contact, smile, and use positive body language to demonstrate confidence and enthusiasm.

3

## Asking Questions

Ask thoughtful questions about the company and the role to show your genuine interest and initiative.

# Preparation is Key: Research and Practice

1

## Company Research

Understand the company's mission, values, and recent developments.

2

## Role Research

Thoroughly read the job description and identify key skills and responsibilities.

3

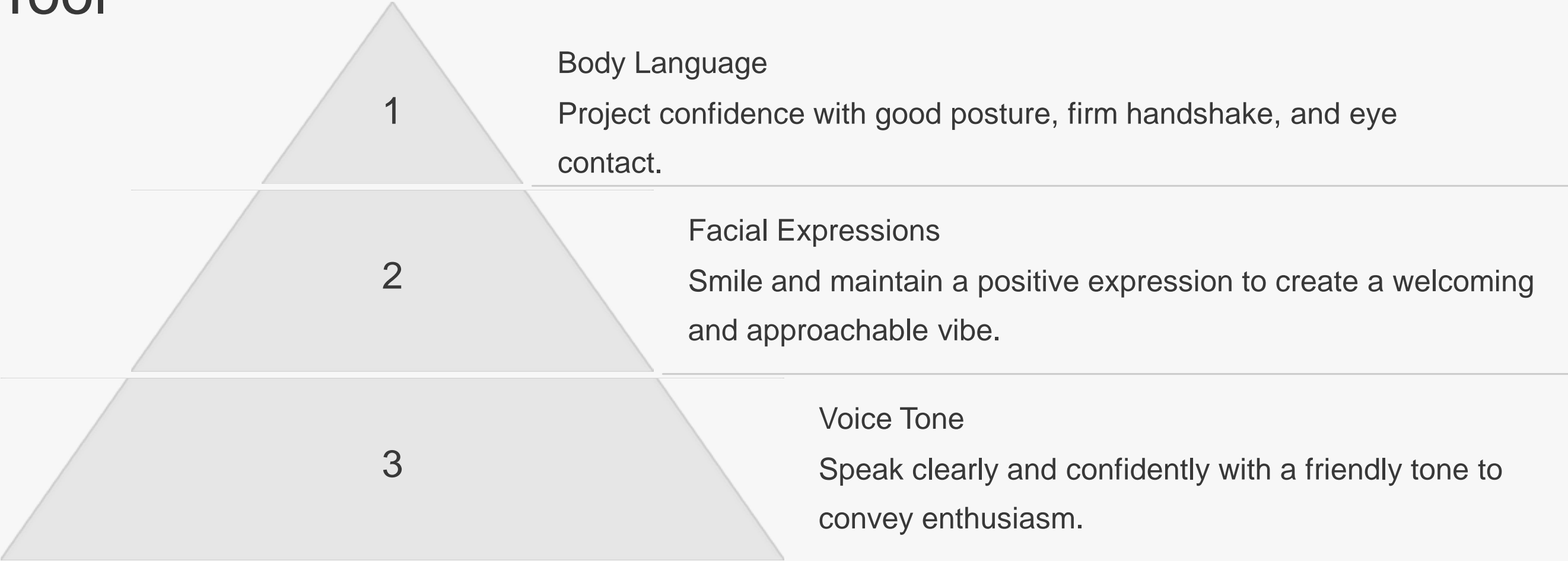
## Practice Mock Interviews

Practice answering common interview questions with friends, family, or a career counselor.





# Non-Verbal Communication: A Powerful Tool



# Handling Tough Interview Questions

1

Pause and Reflect

Take a moment to collect your thoughts before responding.

---

2

Be Honest and Transparent

Share your experiences and insights honestly, even if it's not a "perfect" answer.

---

3

Focus on Problem-Solving

Highlight how you've tackled similar challenges in the past and demonstrate your problem-solving abilities.



## Conclusion: Leveraging Soft Skills for Success

Developing and refining soft skills is an investment in your career success. By mastering these skills, you'll be able to communicate effectively, build strong relationships, and navigate challenges with confidence.



# Soft Skills: Essential for Success

Soft skills are the intangible abilities that enable individuals to interact effectively with others, build strong relationships, and navigate the complexities of the workplace. These skills go beyond technical proficiency and encompass personal qualities, communication styles, and interpersonal competencies that are essential for success in today's interconnected world. They play a critical role in individual and organizational growth, fostering a positive and productive environment where people can thrive.

# What Are Soft Skills?

Soft skills are a wide range of personal attributes that enable individuals to interact effectively in various situations. These skills encompass qualities like communication, teamwork, problem-solving, leadership, emotional intelligence, adaptability, and resilience. They are essential for building strong relationships, fostering collaboration, navigating complex challenges, and achieving shared goals.

## 1 Communication

The ability to convey ideas clearly and effectively, both verbally and nonverbally, through active listening, empathy, and constructive feedback.

## 3 Problem-Solving

The ability to analyze situations, identify solutions, and implement strategies effectively, demonstrating critical thinking, creativity, and adaptability.

## 2 Teamwork

The capacity to collaborate effectively with others, understanding different perspectives, fostering mutual respect, and working together towards shared objectives.

## 4 Emotional Intelligence

The awareness and management of one's own emotions and the ability to understand and respond to the emotions of others, fostering empathy, resilience, and healthy relationships.

# Presentation Skills

Presentation skills are essential for conveying information effectively to an audience, whether it's a group of colleagues, clients, or a larger audience. A well-crafted presentation goes beyond delivering facts and figures, it engages the audience, inspires action, and leaves a lasting impact.

## Planning and Preparation

Define your target audience, determine your key message, research your topic thoroughly, and craft a clear and engaging structure for your presentation.

1

## Q&A and Follow-up

Prepare for questions, provide clear and concise answers, and maintain a professional demeanor. Follow up with any additional information or resources as needed.

3

## Delivery and Engagement

Practice your delivery, use clear and concise language, incorporate visual aids, and engage your audience through eye contact, gestures, and a dynamic speaking style.

2



# Interview Techniques

Interview techniques are crucial for showcasing your skills, experience, and personality to potential employers. Mastering interview techniques can help you make a positive impression, stand out from the competition, and increase your chances of securing your desired position.

## Preparation

Research the company and position, prepare answers to common questions, practice your responses, and plan your attire.

## Communication

Maintain strong eye contact, speak clearly and confidently, articulate your thoughts effectively, and actively listen to the interviewer's questions.

## Follow-up

Send a thank-you note after the interview, reiterate your interest in the position, and follow up with the hiring manager if you haven't heard back within a reasonable timeframe.

# Problems in Facing Interview

Facing interviews can be a nerve-racking experience, and many candidates struggle with anxiety, lack of confidence, and fear of failure. These challenges can hinder performance and impact the outcome of the interview process.



| Problem                 | Solution   |
|-------------------------|--|
| Anxiety and Nervousness | Practice mindfulness techniques, deep breathing exercises, and positive self-talk to manage anxiety. |
| Lack of Confidence      | Focus on your strengths and accomplishments, prepare thoroughly, and believe in your abilities.      |
| Fear of Failure         | Reframe the interview as an opportunity to learn and grow, regardless of the outcome.                |