# Communicate with Impact

ENGLISH & BUSINESS COMMUNICATION

# Importance of Soft Skills –Recap

“Hard Skills will get you an Interview ,but Soft Skills will get you a Job “

-Soft Skills help you grow & succeed in workplace

Tangibles : Hard Skills

Intangibles : Soft Skills

# Soft Skills ?

- **Communication Skills**
- Team work
- Leadership
- Problem-Solving
- Time management
- Emotional Intelligence
- Interpersonal skills
- Professional etiquette
- Customer service
- Critical Thinking

Soft Skills= People skills+ Behaviour skills

- Study says 85% of job's success comes from soft skills
- Soft skills determine how fast you can climb in the career ladder-Also one of the criteria for promotions
- Helps you improving your job prospects & improving your relationships
- Make you more resilient and adaptable
- Companies have always rewarded soft skills
- In an AI driven world soft skills are even more important
- Honing soft skills is difficult but not impossible –Soft skills can be learnt & honed over time
- Focus on Effective communication –Improve 3 V's ( Visual ,Vocal & Verbal)
- Don't be afraid to study others and ask for help
- **Being clever is not enough ,You need intangible skills to "set you Apart"**