

MODULE - 8

ESSENTIAL SKILLS FOR SUCCESS

BASIC SKILLS TO NAVIGATE LIFE AND CAREER

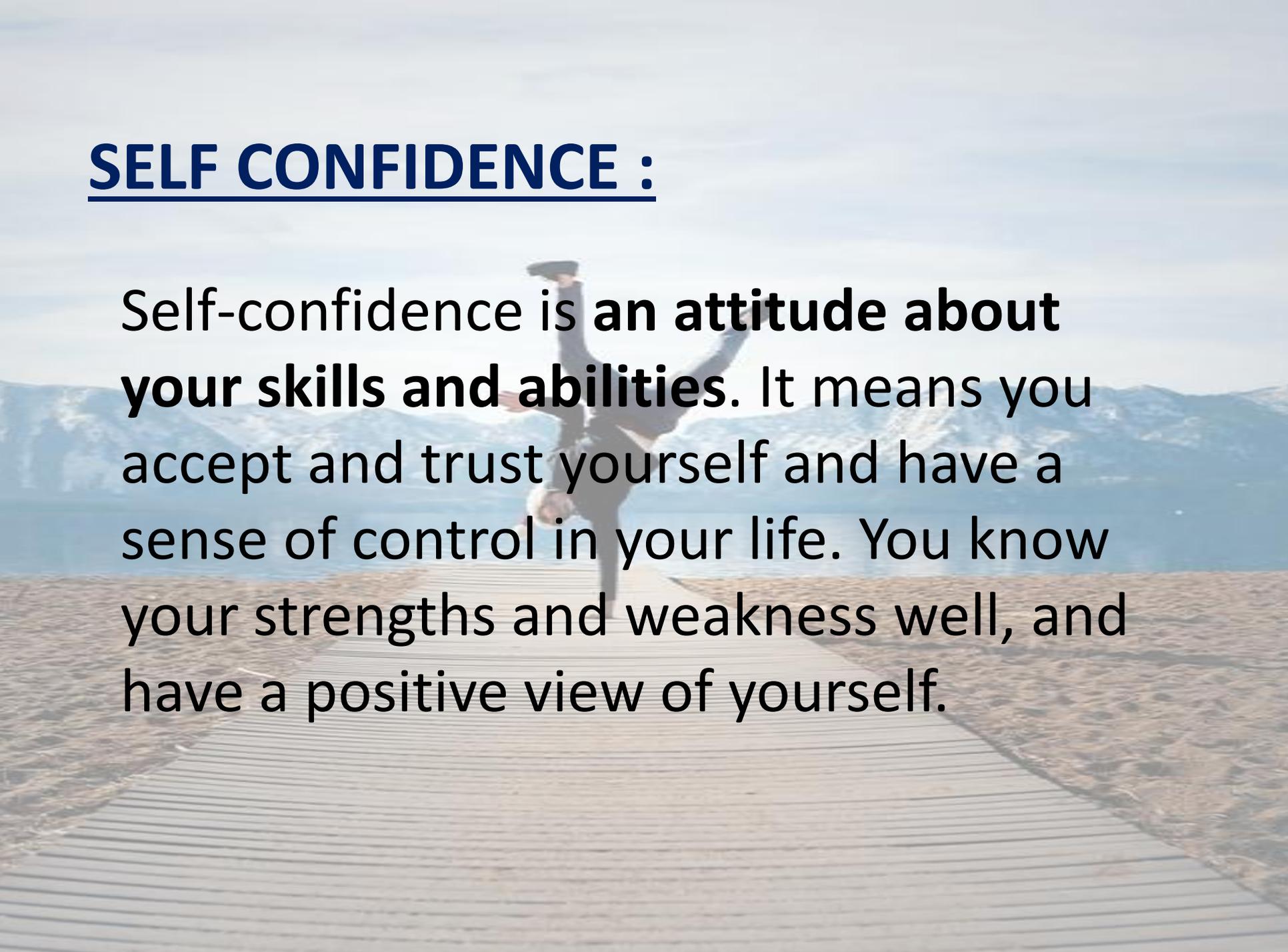
➤ SELF MANAGEMENT :

Self-management is your ability to regulate your behaviors, thoughts, and emotions in a productive way. This means excelling in both personal and professional responsibilities for the benefit of yourself and your team.



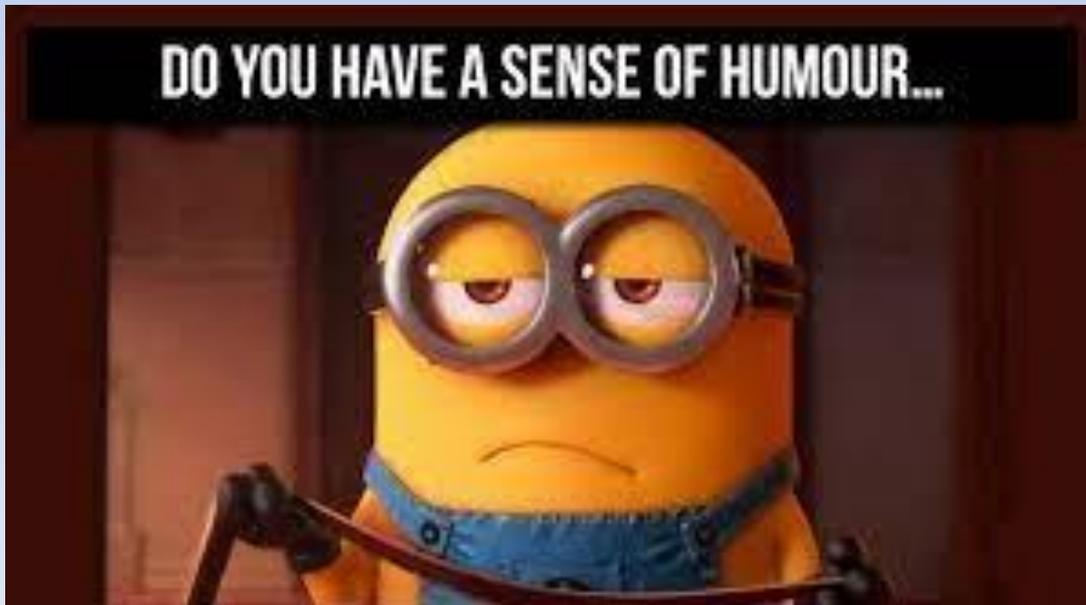
SELF CONFIDENCE :

Self-confidence is **an attitude about your skills and abilities**. It means you accept and trust yourself and have a sense of control in your life. You know your strengths and weakness well, and have a positive view of yourself.

A person in a dark suit is performing a handstand on a wooden boardwalk. The boardwalk is made of light-colored wooden planks and runs along a body of water. In the background, there are blue mountains under a clear sky. The overall scene is bright and open, suggesting a sense of achievement and confidence.

2. SENSE OF HUMOR :

Having a light – hearted outlook on the world with the ability to laugh and appreciate a joke



3. LIVING IN BALANCE :

Knowing how and keeping this different aspects of one's life in healthy balance. Understanding how to moderate and realign priorities when things are disappointing



4. PURPOSE :

Knowing and living according to the reason you were put on this planet



5. RISK TAKING :

The ability to step out on the limb when necessary and not always play it safe. Entrepreneurial thinking and having “guts”.



6. COMPETITIVENESS

Having a healthy ambition and willing to get in the arena and go up against challenges and rivals.



7. DESIRE TO LEARN :

A curious outlook on the world and an unquenchable thirst for new knowledge and new experience.



8. COACH ABILITY :

The humility to submit one's self to a coach and willingness to learn new skills from someone else. Wisdom comes from a multitude of counselors.



9. EMOTIONAL INTELLIGENCE :

Emotional Intelligence (EI) is the ability to manage both your own emotions and understand the emotions of people around you. There are five key elements to EI: self-awareness, self-regulation, motivation, empathy, and social skills.



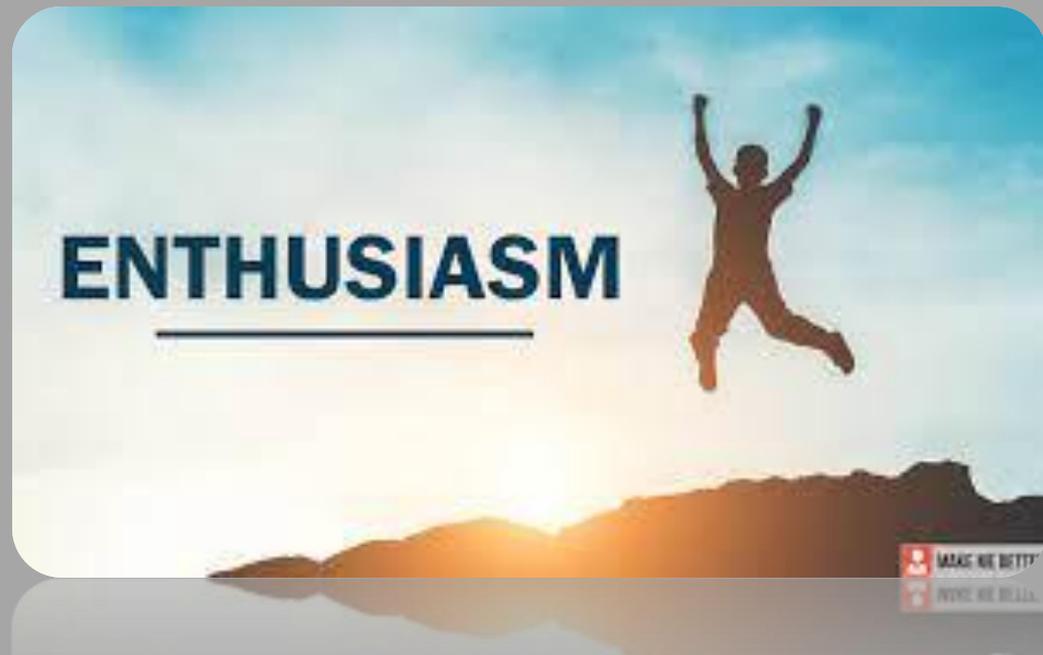
10. GRIT :

The resilience, commitment, and diligence to work hard and keep going during the tough times.



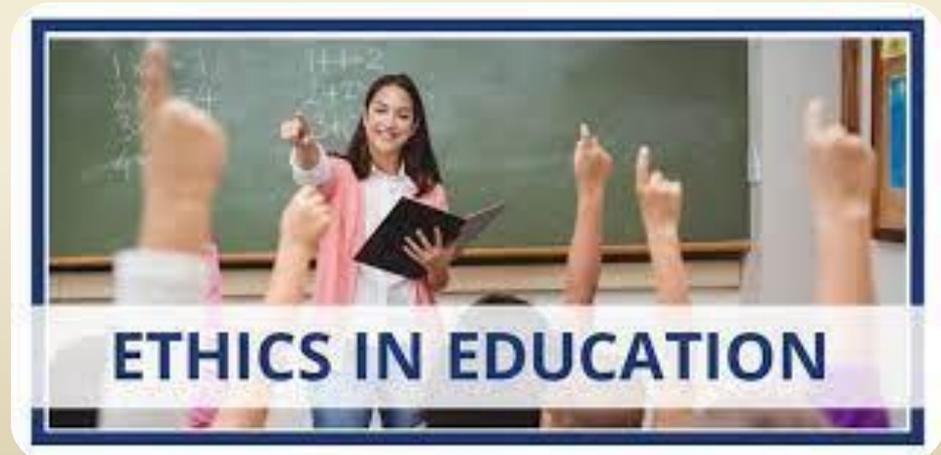
11. ENTHUSIASM :

A passion for life and the inherent motivation to take on new challenges with determination.



12.ETHICS :

Honesty and truthfulness in your work, life and relationships. Having a conscientiousness in keeping your promises.



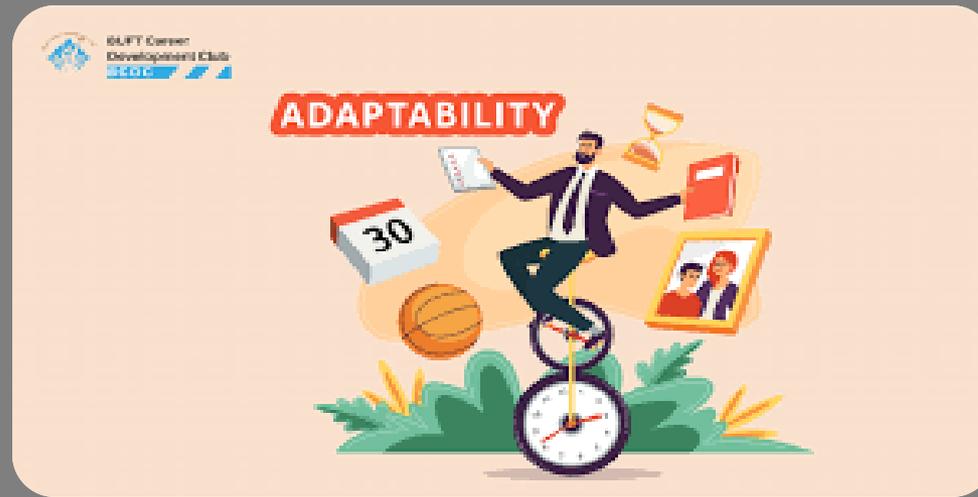
13. FRIENDLINESS :

Having a general kindness toward other people. This isn't simply being "nice"



14. ADAPTABILITY :

Having the versatility and flexibility to adjust to new conditions and environment.



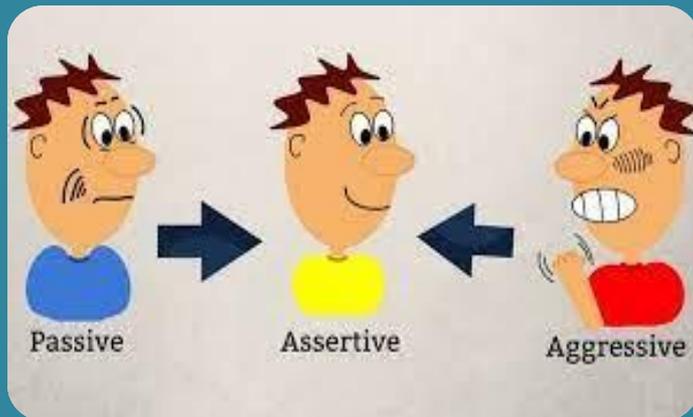
15. AUTHENTICITY :

Being real. Not pretending, Grand standing, or posturing for gain.



16. ASSERTIVENESS :

Being self-assured and confident without being aggressive. The ability to communicate with confidence and skill the full range of your thoughts and emotions.



➤ PRODUCTIVITY

Productivity address the skill needed in order to get things done in a timely manner.

1. RESEARCH SKILLS

The ability to know how to find out authoritative information about things when necessary.



2. GOAL SETTING

Understanding how to set goals that are challenging yet realistic. Knowing how to define these in specific ways so they can be measured.



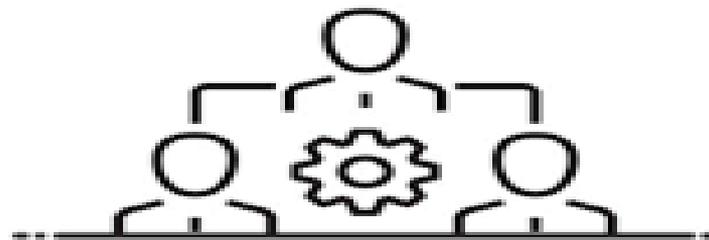
3. TIME MANAGEMENT

The discipline to plan your life intentionally and managed the hours you are given each day



4. DELEGATION

An understanding of priorities and a realization of who to assign tasks to so they can be accomplished in a timely manner. This also require the people skills to assign these tasks with tact, confidence and integrity.



**DELEGATING
TASKS**

5. ATTENTION TO DETAIL

Being able to see the trees within the overall forest and knowing the importance of each one and why each particular one is important and must be addressed.



6. EFFECTIVE DECISION MAKING

The skill of making wise decisions that benefits the organisation and move things forward. The courage to make the tough call when you feel it is the right call even in the faces of adversity.



7. CRISES MANAGEMENT

An understanding of levels of crises. Knowing the difference between what is really dangerous for the organization and what may be a simple bump in the road and then knowing the proper ways to address each according to its levels of important.



8. STRESS MANAGEMENT

The ability to manage stress in a healthy way, To roll with the punches while not accepting the status quo and a recognition and tolerance of the universal and unending context and environment of change and uncertainty.



➤ COMMUNICATION



Communication refers to how we impart or exchange information and meaning. These skills highlight the core competences around our communicating efforts.

1. PRESENTATION SKILLS

The ability to present a message, cast vision, and communicate direction on particular projects to various audiences and in various contexts.



2. STORYTELLING

Understanding how narratives give and guide meaning and being effective at viewing those narrative into organisation and interpersonal culture and contexts effectively.



3. PUBLIC SPEAKING

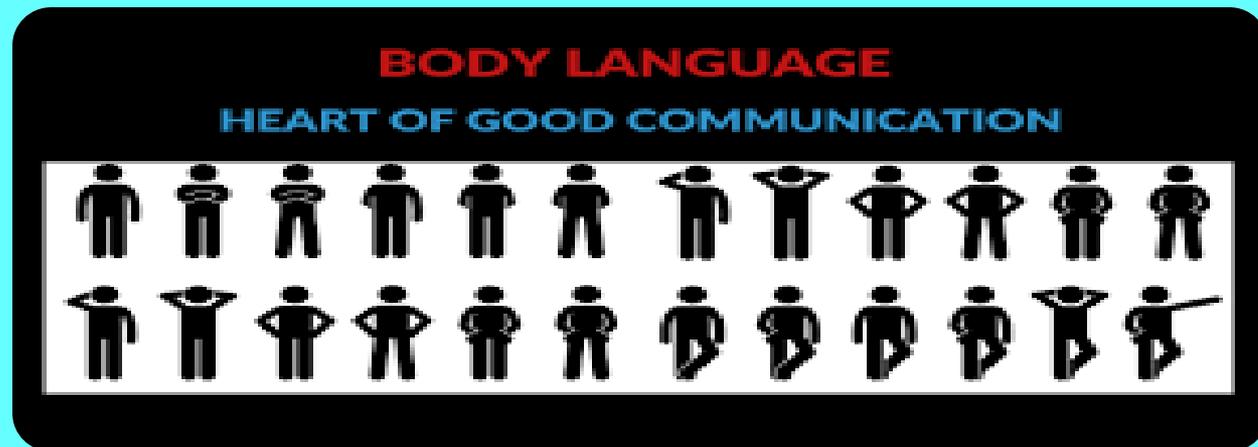
The skills of speaking in front of audiences confidently and effectively.

the act or process of making speeches in public.
: the art of effective oral communication with an audience.



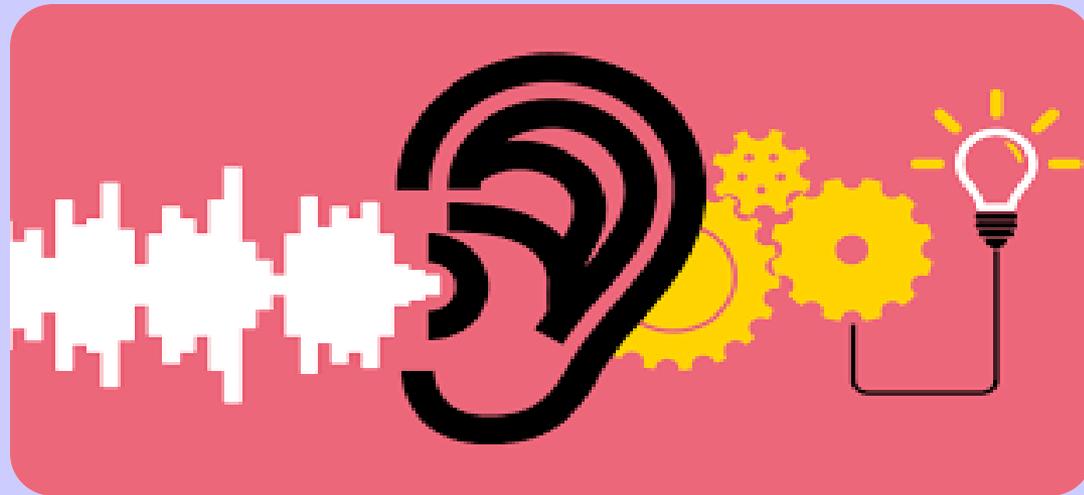
4. BODY LANGUAGE

An understanding of the non-verbal messages that communicate up to 93% of meaning in interpersonal relationships. Knowing how to read these messages in other people and understanding how to use your own body language in such a way as to align it with your authentic self and your overriding messages.



5. LISTENING

The skill of being able to authentically “hear” what other people are saying when they speak to you without inserting your own agenda. Hearing in such a way as to put yourself in someone else’s shoes.



6. FACILITATION OF DISCUSSION

The skill of asking question and managing discussion in order to keep it own track, avoid rabbit trails, and arrive at a solution\destination that benefits the organisation and allows everyone to fill heard and valued.



7. CONSTRUCTIVE CRITICISM

Knowing how to tactfully giving real feedback without ego and communicate to others in goodness how they can improve their own benefit and the benefit of the organisation



8. CLARITY IN MESSAGING

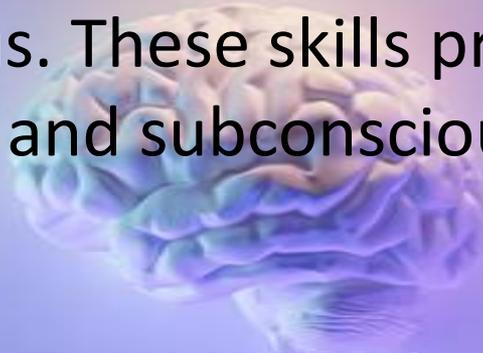
The ability to make once self understandable and clear when the communicating language and vision. This means adapting one's communication and message to the audience and avoiding language and jargon that muddies the messages.

Make your message clear



➤ PERCEPTION

Perception deals with how we see the world and what we think about ourselves, others, and the world around us. These skills primarily address our intentional and subconscious pattern of thoughts.

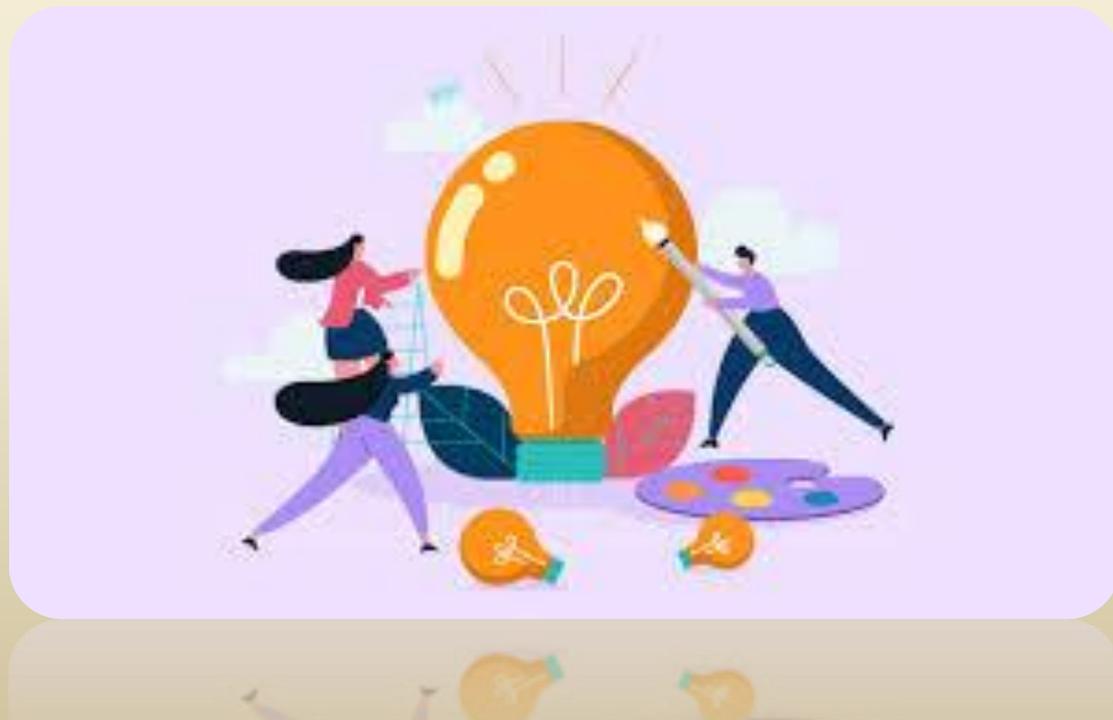


1. CRITICAL THINKING

Not simply accepting the “party line” when it is given and thinking deeper about the world in a constructive and not destructive way. Not mere compliance.

2. CREATIVITY

Understanding the creative process and knowing how to employ creative and innovative thinking in order to do things in new ways.

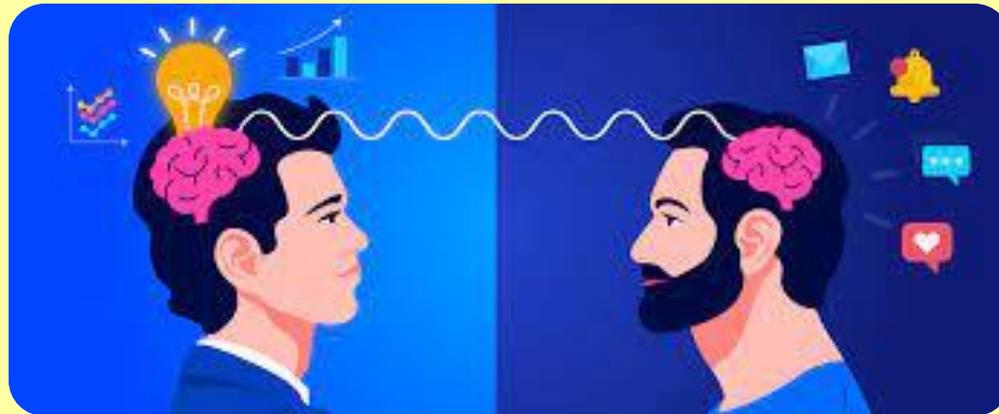


3. INSTITUITIVE PERCEPTION

Reading people and situations – The ability to see people as they reality are and recognize their emotional states and even their underlying motivations. The ability to realistically see and assess situations and contexts in order to make informed decisions.

4. EMPATHY

The emotional skills of putting one's self in someone else's shoes in order to understand and even "feel" their thoughts and emotions. Having a sense of compassion of those in need.



5. LATERAL THINKING

Being able to see things from different and uncommon perspectives. Looking at things through different lenses. Knowing how to reframe problems from new viewpoints.



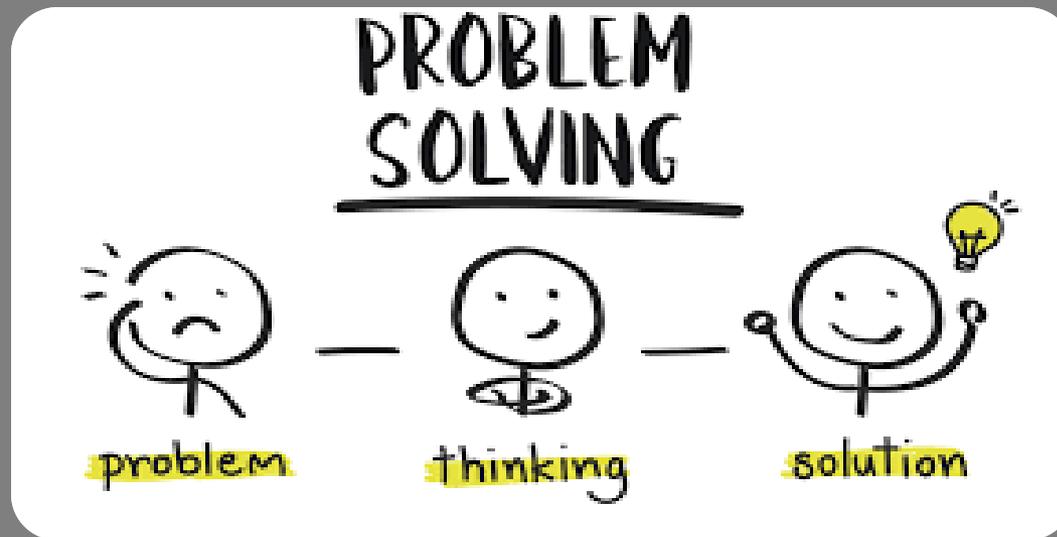
6. STRATEGIC THINKING

The ability to see multiple “moves” ahead. Taking realistic assessments of where the organization is, seeing what the future could, and likely, will be, and taking the steps to address that future strategically.



7. PROBLEM SOLVING

Troubleshooting difficulties and challenges in order to accurately define the problem and then finding innovative ways to solve it.



8. TECHNOLOGY SAVVY

Keeping up to date with the latest technology trends, where tech is going, how it works, and how it can be utilized for the organizational objectives.



➤ INTERPERSONAL

The interpersonal primarily refers to our dealing with other people. How do we get along with them? How do we manage and think about our relationship and personal?

1. NEGOTIATION

The art of making deals that benefits the organization and are considered win/win. Knowing how to work with your counterparts to accomplish and achieve your personal and organizational objectives.

2. NETWORKING

The skills of connecting with other people for mutual benefits.



3. TEAM BUILDING

The ability to understand team dynamics and interpersonal relationships in order to construct and manage an effective, high performing group of people.



4. DIPLOMACY

Tactfully managing difficult and challenging circumstances to maintain unity.



5. MENTORING

Knowing how to help someone else to become a better person. Not simply lecturing, but coaching them forward on their journey. Investing your time in someone else.



6. LEARDERSHIP

Influencing Others and leading them on a journey to become better people for the benefits of the organization.



7. COLLABORATIVE

The ability to work with other people, get along, and make the project better.



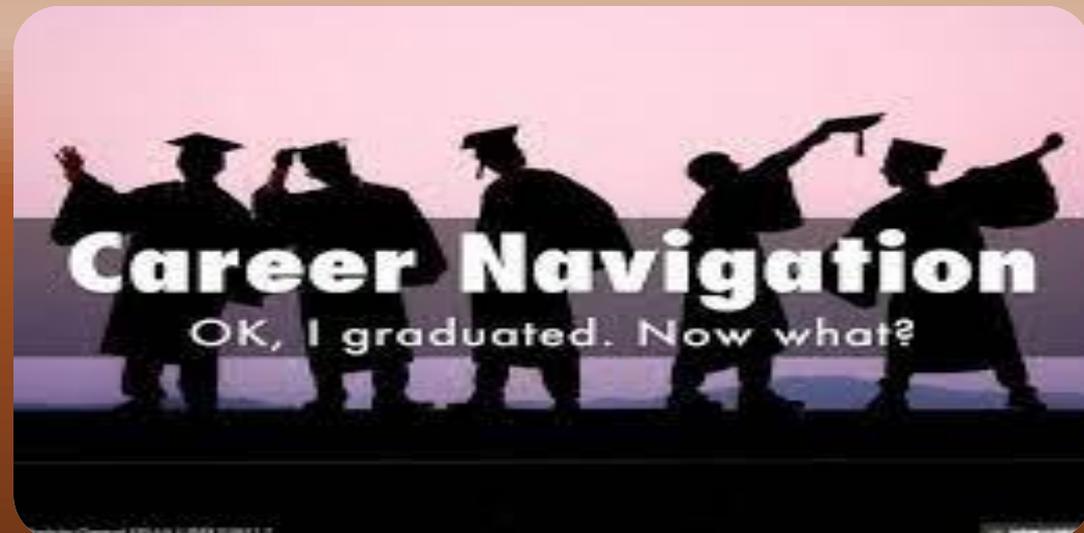
8. ETIQUETTE

Knowing what and what not to say and do in every particular context and situation.



□ CAREER NAVIGATION

Career navigation skills enable individuals to understand and act on information that affect their career pathways. This knowledge allows them to grow and advance in a career and make successful transitions to a different career field when necessary.

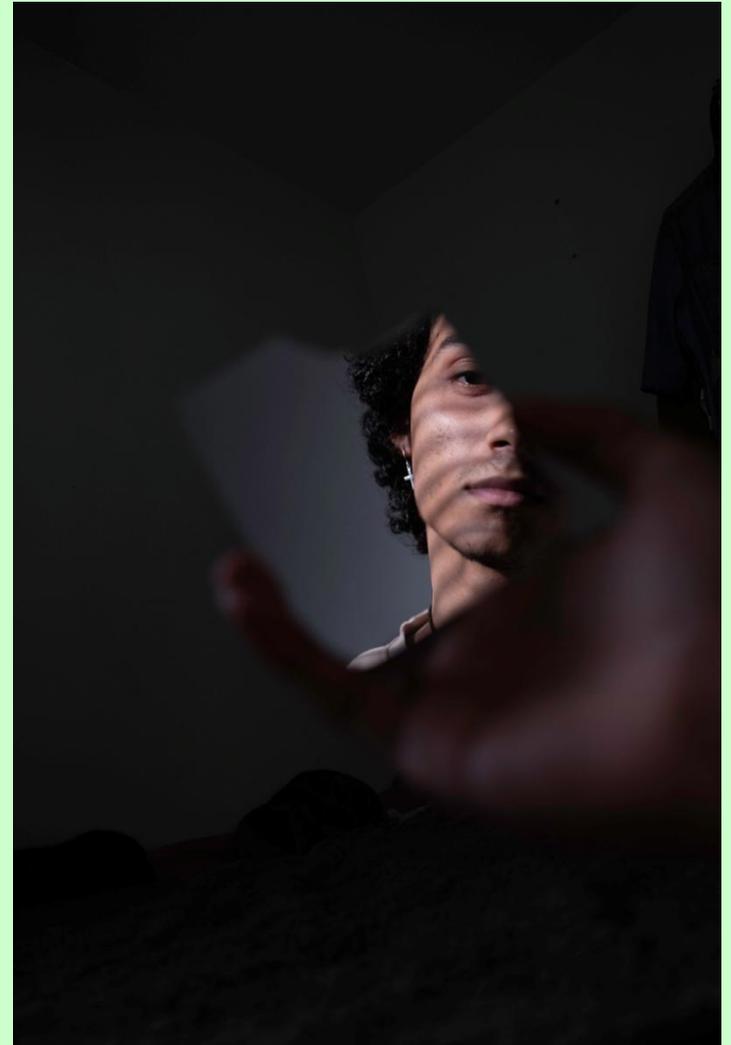


These skills include :

- a) Developing an awareness of personal temperament, skills and strengths.
- b) Maintaining knowledge of industries, sectors, career, and pathways.
- c) Recognizing cross – sector transferable knowledge and skills.
- d) Utilizing post – secondary search, application, and financing resources.
- e) Developing the ability to network with others, perform job searches, complete job applications, interview for a position, and negotiate a job offer.
- f) Managing personal career path; engaging in ongoing skill development.
- g) Career planning is a helpful exercise – but to truly prepare student for life , helping them internalize their own set of career navigation skills in invaluable.

❖ SELF AWARENESS

Self-awareness is **your ability to perceive and understand the things that make you who you are as an individual, including your personality, actions, values, beliefs, emotions, and thoughts.** Essentially, it is a psychological state in which the self becomes the focus of attention.



A simple quick assessment of self awareness might be :

Basic : Aware of your thoughts while you have them.

Medium : Aware of the thoughts and emotions you have about your thoughts in the document.

High : Able to put attention on your emotions, and physical state in a way to relax and thereby change your thought process in the moment.

➤ VALUE BASED DECISION MAKING

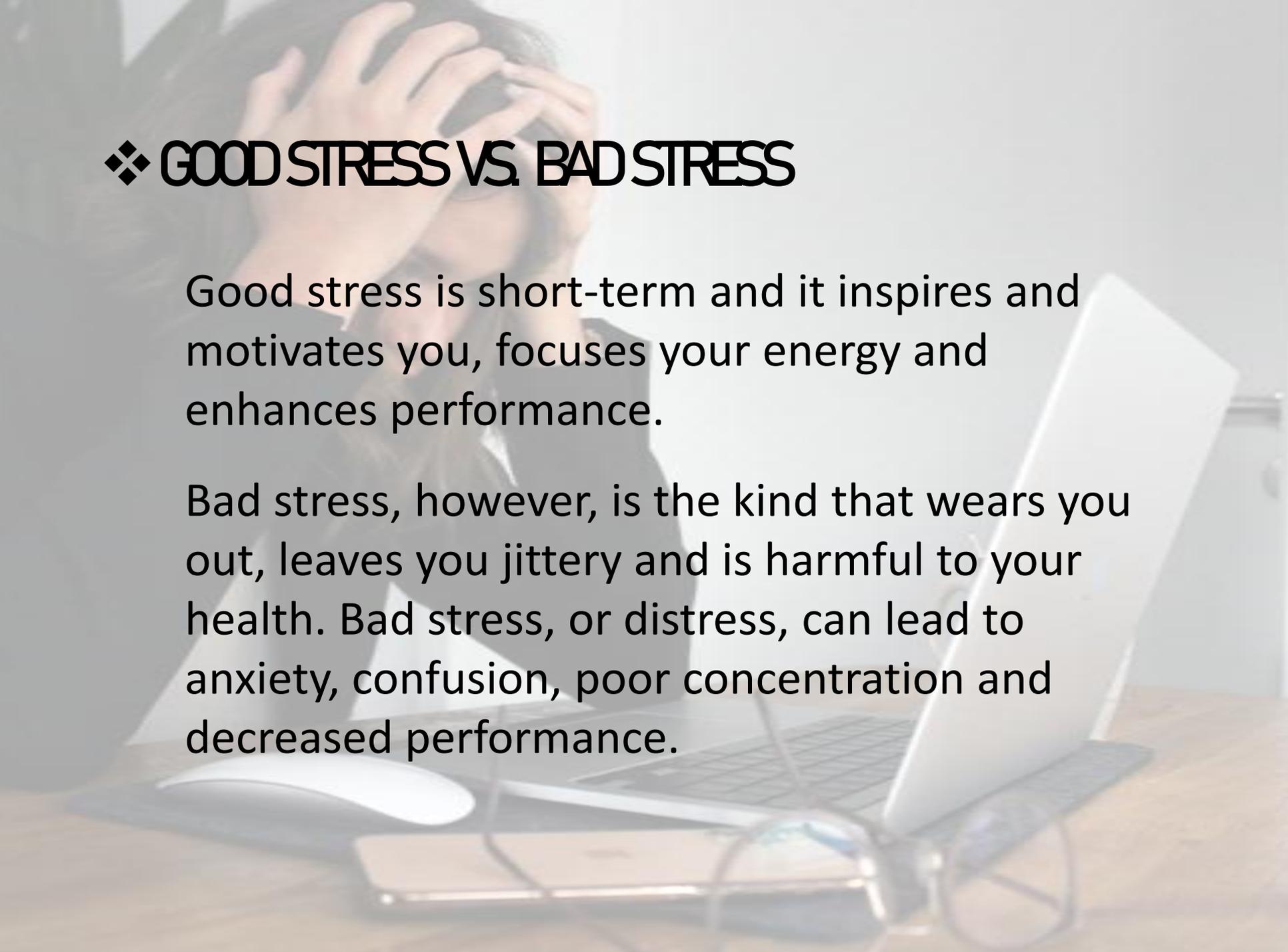
Value-base decision making is appropriate when tackling the following task :

Determining Which products to enhance, maintain at the current status or stop supporting.

Determining which initiate to start.

Determining which initiate to continue.

Determining which initiate to stop.



❖ GOOD STRESS VS. BAD STRESS

Good stress is short-term and it inspires and motivates you, focuses your energy and enhances performance.

Bad stress, however, is the kind that wears you out, leaves you jittery and is harmful to your health. Bad stress, or distress, can lead to anxiety, confusion, poor concentration and decreased performance.

☐ SIGNS AND SYMPTOMS OF EXCESSIVE STRESS AT WORK INCLUDE:

- ✓ Feeling anxious , irritable, or depressed
- ✓ Apathy, loss of inherent in work.
- ✓ Problems sleeping.
- ✓ Fatigue.
- ✓ Trouble concentrating.
- ✓ Muscle tension or headaches.
- ✓ Stomach problems.
- ✓ Social withdrawal.
- ✓ Using alcohol or drugs to cope.

✓ HOW TO REDUCE BAD STRESS

Stress becomes a problem when it starts to take over your life. The key to stress management is identifying the bad stressors in your life and developing healthy ways to deal with them. Summa Health offers 7 healthy ways to manage your bad stress.

- 1. Eliminate stress where you can.**
- 2. Accept there are events you can't control.**
- 3. Think positive thoughts.**
- 4. Get support.**
- 5. Add relaxation techniques to your everyday routine.**
- 6. Stay healthy and fit.**
- 7. Get a good night's rest.**

➤ TIME MANAGEMENT FOR REDUCING JOB STRESS

- ✓ Create a balance schedule.
- ✓ Leave earlier in the morning.
- ✓ Plan regular breaks.
- ✓ Establish healthy boundaries.
- ✓ Don't over-commit yourself.

TIME MANAGEMENT FOR REDUCING JOB STRESS

- Prioritize tasks.
- Break projects into small steps.
- Delegate responsibility.
- Be willing to compromise.

BREAK BAD HABITS TO CONTRIBUTE TO WORKPLACE STRESS

- Resist Perfectionism.
- Flip your Negative thinking.
- Don't try to control the uncontrollable.
- Look for Humor in the situation.
- Clean up your act.

THANK

YOU