

DEPARTMENT OF ELECTRONICS AND COMPUTER ENGINEERING

Guest Talk by Y16 Alumni Jedediah on "Inter Personal Skills"

18-09-2021

1.30pm-2.20pm

Mr. JD working as Software Engineer in IBM, Hyderabad. He is Y16 ALUMNI of ECM. He excited to take the opportunity and deliver guest talk on **Inter Personal Skills** to the juniors. He has been invited for KLEF Swara Club Event Judge. He had a discussion with HoD sir and the faculty and showed interest in taking the session for III/IV B.TECH students and conveyed wishes to Dr. MSG Prasad (ECM-HoD), Mrs. K. Krishnaveni (F/I/C Alumni), arranged the session towards the talk.



Fig. 1 Participants Interaction with ALUMNI



Fig. 2 Participants tender listening JD

He focused on Interpersonal skills are the skills required to effectively communicate, interact, and work with individuals and groups. Those with good interpersonal skills are strong verbal and non-verbal communicators and are often considered to be “good with people”. Most of what we do in life requires interaction with other people. In order to be successful in your career or have meaningful friendships, it's critical to be good at getting along with others. While interpersonal skills are often considered to be something that comes naturally, that you're either blessed with them or not, the truth is that they can be learned. Covered Topics like.....

➤ **How to Weave Interpersonal Skills into Your Cover Letter**

Your cover letter is a better place than your resume for focusing on soft skills. The reason is that interpersonal skills are best demonstrated with stories and examples, which fit more naturally into a cover letter. Here are some tips for including these skills in your cover letter. Use this Cover Letter Template to Get an Interview. A cover letter can make or break a job application so it's critical to get it right. Whether your letter is being read by HR or the hiring manager directly, there are several important boxes you must tick.

1. Identify three or four traits.
2. Recall a story or example from the past that demonstrates how you possess those traits.
3. Connect the examples you use to the job you're applying for.

➤ **Listed of Interpersonal Skills for Resume**

He listed the most common interpersonal skills:

1. Awareness (of yourself and others)
2. Caring about other people
3. Collaborating and working well together with others
4. Comforting people when they need it
5. Clear communication skills
6. Conflict management and resolution skills
7. Constructive feedback (ways people can improve)
8. Diplomacy (handling affairs without hostility)
9. Empathy for others
10. Encouraging and inspiring people to do their best
11. Flexibility in thinking and operating style
12. Humor and lightheartedness
13. Inspiring and motivating others to active greatness
14. Mentoring and coaching team members
15. Networking and building

16. Nonverbal cues and body language
17. Patience when dealing with others
18. Public speaking and presentation skills
19. Respect for everyone, no matter who they are
20. Sensitivity toward the preferences and wishes of others
21. Socializing skills
22. Being good at team building and at building trust
23. Tolerance and respect for team members

Finally, he provided the students his phone number so they could contact him. Encouraged pupils to try their best in class and keep a positive attitude.

Prepared By
F/I/C Mrs. Krishnaveni

HOD-ECM
Dr MSG Prasad

