

**THE TRUE LIFE**

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The ability to do something perfectly is called skill. The skills which are useful in our life are considered as life skills. Depending on our life circumstances, culture, belief, geographic location the life skills are needed. ATTITUDE, BEHAVIOUR, CHARACTER and DISCIPLINE are the ABCD's of life. They are like AIRWAYS, BREATHING, CIRCULATORY and DEFIBRILLATION of Emergency Medical Department which are essential for human life. A person who has attitude, behavior, character and discipline will automatically get good communication skills, good manners, good approach, good positive thoughts which in turn obviously gives good results. These are the SOFT SKILLS which are essential for individual development, development of family, society, nation and world.

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Human Being is a social animal. So we need to communicate each other. Everyone has their own work and dependency on others to accomplish one's work. For example, a grocer depends on a doctor for his health. A doctor in turns depends on a grocer for his daily provisions. These two depend a on a tailor to make over their clothes. These dependency issues are interrelated. Without interrelation society couldn't be established. To strengthen these relations and in turn to strengthen the society we need SOFT SKILLS. Soft skills play a vital role for professional success; they help one to excel in the workplace. Soft skills can also be called as key skills, employability skills, essential things, transferable

skills, non-cognitive skills etc. Soft skills are defined as a term often associated with a person's cluster of personality traits, social graces, communication, language, personal habits, interpersonal skills, managing people, leadership, etc. that characterize relationships with other people. Soft skills provide an important complement to hard skills which are the occupational requirements of a job and many other activities. Soft skills and hard skills together help an organization use its technical expertise to its full advantage. Soft skills help you to get along with people and displaying a positive attitude which leads to individuals and organizations success. The most



important Soft Skills that are essential to human life are

1. Communication Skills
2. Presentation Skills
3. Leadership Qualities and
4. Team Building

COMMUNICATION SKILLS

Communication must be done properly. If we communicate arrogantly and ferociously you will be spoiled your health and others health also spoiled. We don't have the right to judge or condemn others; we should look positive aspects of every issue. We should be always optimistic. Parents and teachers have major role in developing communicate skills. In rural areas parents know many things but not aware of all things. In such situations, teachers should communicate with students to give a bright future. As communication is the basic instrument for developing of individual and society, we should not be rude, arrogant and ferocious. Everyone has problems because we all are here on this earth to clear our problems. We should not take all problems on our face. Every problem has solution, but we are trying to look into the problem and not into the solution. There is no problem without solution. If a door is closed we are accustomed to see the closed door and we are ignoring to look at 100 doors which are opened for us. Communication skills are basic and essential things.

The 10 best ways of communication to improve our relationships with others at home, at work and with friends are

1. An intention for connection

We have to aim for a respectful and compassionate quality of connection, so that everyone can express effectively. We have to trust that the connection is more important and more nourishing than being a tight, or even just having your say. Connection mean to try to be open and stay in touch with what matters to the person – and to yourself – in each present moment.

2. Listen more than you speak

We have two ears and one mouth – a reminder what is important. Listening is key to a healthy relationship. We are often half listening, waiting for our chance to speak and wanting to make our point. When our attention is with our thoughts we can't

think. Listening means to enter into the world off other person, to intend to understand them, even if we disagree with what they are saying.

3. Understanding the other person first

When another person feels you understand them, they are far more likely to be open to understanding you. Willingness to understand involves generosity, respect, self-control, compassion and patience. We should be 'curious instead of furious' about how others are different from you.

4. Understand needs, wishes and values

Everything people say and express an underlying need, longing or value. We can learn to identify and 'hear' these needs, even when they are not expressed explicitly. Because all human beings share these needs, they are our magic key to unlocking mutual understanding.

5. Begin with empathy

We should be refrain from immediately telling our own similar story, interrogating with lots of data type questions, interpreting other's experience, giving advice, one-upping, dismissing the person's feelings and experience. Generally people appreciate receiving empty more than anything else.

6. Take responsibility for your feelings

When someone else says or does is not the cause for how we feel. Our feelings are stimulated by what's happening.

7. Make requests that are practical specific and positive

We have make requests that will help to fulfill our needs. This stops us just complaining and allows the situations to change.

8. Use accurate, neutral descriptions

We should describe the situation in a neutral and accurate way, free of judgments or blame. Then the communication continues with sharing feelings, needs and requests.

9. Be willing to hear "No"

We have a choice in how we hear that "No". It could be that something else is important to the other person; that they had a different need or value alive in that moment.

10. Ways we communicate other than words

Everything that is in our heart and mind is expressed through our body, our facial expressions, the tone of our voice and the vibrations that emanate from us.

**LEADERSHIP SKILLS**

Leadership Qualities are very important to handle situation at any level. Everyone should have leadership qualities. There is no one with all the perfect 100% skills. A best leader must try to bring his followers to level of leader. A true leader will not see his followers as slaves or subordinates. A leader must have the balance of mind, tranquility of mind and modesty. A leader should not judge others. She/he looks into truth. A leader must be partial towards other people or groups. A leader should not think about financial benefits, monetary benefits or name or fame. One should work for the sake of work and the name, fame and money are the byproducts of that work. A leader should not work for the byproducts. She/he should be beyond caste, religion, region, nature and all. One should be ideal to others in every aspect like approach, performance, disposition and strictness. People must follow a leader who is benchmark to everyone and accessible to all.

The 10 key qualities that a leader must possess are

1. Approach
2. Confidence
3. Commitment
4. Creativity
5. Communication
6. Delegate
7. Honesty
8. Intuition
9. Inspiration
10. Positive Attitude

PRESENTATION SKILLS

The skills which are needed to present effective and engaging presentations to a variety of audience are called presentation skills. An effective presentation makes the best use of the relationship between the presenter and the audience. It takes full consideration of the audience's needs in order to capture their interest, develop their understanding, inspire their confidence and achieve the presenter's objectives. The presenter should not be anxious, fumble and nervous. How can we get rid of all these things? The presenter must be thorough with the subject that he is going to present. The presenter should have the subjective knowledge and objective knowledge of the topic before going his/her

presentation. The presenter has to take pre preparatory and preparatory materials, practice it and present in front of the audience. It is better to give handouts if possible to all the audience. For an effective presentation dressing manner, eye contact with the audience is important. The presenter should look at the audience but not at a single person. He/she must be ready with answers for the questions posed by the audience. A correct presentation is always a brief presentation with content and simple language in an understandable way with lively and related examples. A good presentation must not be exaggerated examples, arguments or unrelated issues. After a presentation, the audience has to feel the essence of topic instead of feeling that they have wasted the time. A good environment is essential for a good presentation. We should make it clean and serene. Before presentation, the presenter must address the audience and draw the attention of the audience with live examples. The interaction of the presenter with the audience should be dignified with necessary content and materials needed.

TEAM BUILDING

Team work and team building is essential for the development of individual, family and society. Team means a group of people. Group means everyone who has their own ideas, rituals, perceptions, thoughts, problems and their own ways. We have to respect to everyone's ideas, thoughts and perceptions. We should respect to each other. There should not be criticism or degradation. A team has work together for solution of difficult issues so that we have to concentrate on issues which are difficult. This results into an EGREGORE EFFECT. Egregore is an occult concept representing a "thought form" or "collective group mind", an autonomous psychic entity made up of, and influencing, the thoughts of a group of people. It means whatever we are doing together will reflect into atmosphere or Nature. Everyone in a team maintain their own limits. Unnecessary interference of family issues or personal issues damage the team. A team has to work for prompt and proper solution. Egos, jealousies should not be dominated. Finally simple, honest and truthfulness make a good team and good solution to every problem.

Conclusively Communicative Skills,



Leadership Qualities, Presentation Skills and Team Building come with good ABCD of life which in turn results into the peaceful life of individual, family and society.

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