

WELCOME TO LASU CAREER FAIR 2019

THEME:

**EMPLOYABILITY ENHANCEMENT FOR CAREER
DEVELOPMENT IN THE DYNAMIC LABOUR MARKET**

PRESENTATION

BY:

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ON THE TOPIC:

CAREER FUNDAMENTALS:

**LEVERAGING ON INTERPERSONAL SKILLS
FOR CAREER SUCCESS**

Brief Introduction to what EMPLOYABILITY SKILL is all about.

- ▶ **What is Employability Skills?**
- ▶ **Also known as:**
 - ▶ **Key Competencies**
 - ▶ **Generic skills**
 - ▶ **Life skills**
- ▶ **Valuable in ALL areas of life!**

Employability skills are those basic skills necessary for getting, keeping, and doing well on a job. These are the skills, attitudes and actions that enable workers to get along with their fellow workers and supervisors and to make sound, critical decisions.

INTERPERSONAL SKILLS

What Are Interpersonal Skills?



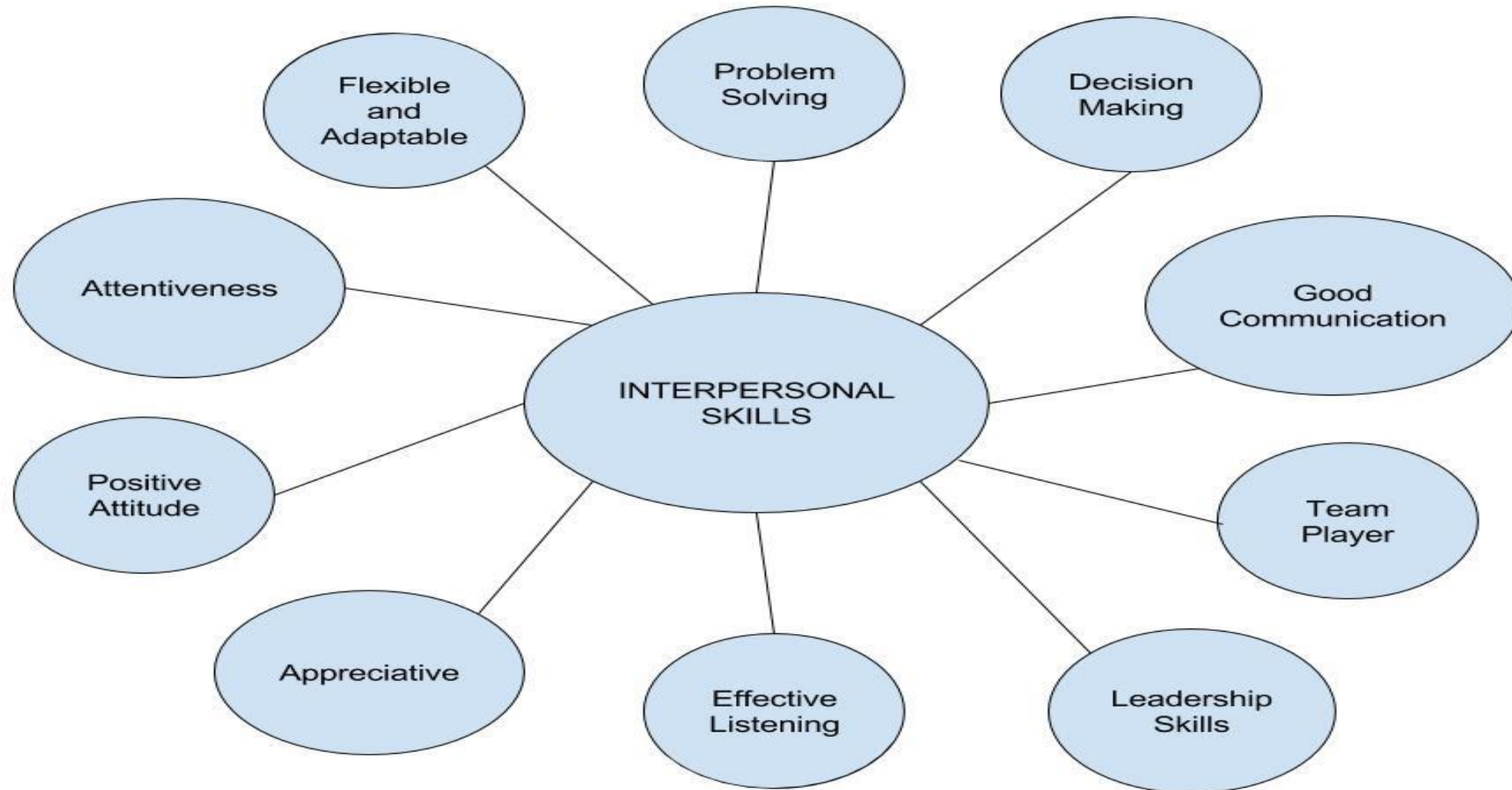
We all use interpersonal skills every day.
Strongly associated with emotional intelligence,

INTERPERSONAL SKILLS (in a professional context) are attributes that are used to understand what motivates employees and how they use their knowledge to achieve the best results.

As you make the transition into the world of work, interpersonal skills become increasingly important.



OVERVIEW OF WHAT INTERPERSONAL SKILL ENTAILS:



**Interpersonal
Skills**

Assertiveness

**Decision-
Making**

**Non-verbal
Communication**

**Problem
Solving**

**Listening
Skills**

**Verbal
Communication**

Negotiation

SECRET NOTE 1:

- ▶ There are hundreds of skills that could be defined as interpersonal, all used to varying degrees in the workplace depending on where you work and your level of responsibility.
 - ▶ Employers often seek out those candidates who have strong interpersonal skills. They actively look for applicants who have the ability to work collaboratively, communicate effectively and display the commitment and work ethic that they require.

SELF-CONFIDENCE, COLLABORATION AND POSITIVITY
are all interpersonal skills much in demand.

WHY DO INTERPERSONAL SKILLS MATTER?

Without interpersonal skills everyday business would be very difficult, since almost all aspects of work involve communication.

Many jobs also involve collaboration and interaction with different types of people, and interpersonal skills are vital to make this happen.



Good interpersonal skills allow you to participate effectively as a member of a team, satisfy customers and clients' expectations, negotiate, make decisions, manage your time efficiently, take responsibility, and work effectively with other employees.

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The rest of the background is plain white.

WHAT ARE THE 10 KEY INTERPERSONAL SKILLS FOR GRADUATES?

- I. SELF CONFIDENCE**
- II. WORK ETHIC**
- III. RELATIONSHIP MANAGEMENT**
- IV. Receptiveness to Feedback**
- V. Body Language (Non-Verbal Communication)**
- VI. Listening**
- VII. Collaboration**
- VIII. Showing Appreciation**
- IX. Positive Attitude**
- X. Workplace Etiquette**

1. SELF-CONFIDENCE

The right level of self-confidence in the workplace can open doors and help you to gain recognition. It can also demonstrate how you approach various situations and deal with them both positively and effectively.

- ▶ To be successful, it is important to demonstrate self-confidence at every stage of your career, whether you are a graduate looking for an entry position or a more experienced member of the team hoping to secure promotion.
- ▶ Self-confidence at work will improve the way people see you and your views, ideas and opinions will be taken more seriously.
 - ▶ Confidence also enables you to deal with challenging situations more effectively and allows you to set and reach new goals.

2. WORK ETHIC

Work Ethics can be split into three distinct strands,

- The first of which is **PROFESSIONALISM**.

This incorporates everything from how you present yourself through to your appearance and the way in which you treat others.

- The next strand is **RESPECTFULNESS**.

All workplaces require you to work under pressure at some time or another, and exercising grace under stress will earn you more recognition. No matter how short the deadline or how heated things may get, always retain your diplomacy and poise . Whether you are communicating with a difficult customer or trying to collaborate on a complex project fraught with difficulty, do your best to respect everyone's opinion and understand the value that they bring to the project.

- The final strand of a strong work ethic is **DEPENDABILITY**. Employers need to know they have employees they can count on. If you are always on time, well prepared and deliver work when you say you will, this demonstrates your strong work ethic and commitment to the business.

- In an uncertain business environment, colleagues, customers and management will certainly appreciate the stability that you can bring.

3. RELATIONSHIP MANAGEMENT:

- ▶ Building effective relationships is one thing but managing them is something entirely different. This is an important skill in many roles, from junior posts through to management.
 - ▶ At every level in a business you will be expected to manage relationships with colleagues, partners and clients to some extent.
- ▶ The ability to manage relationships based on respect for each other and mutual trust is very important within any business environment.



4. RECEPTIVENESS TO FEEDBACK

- ▶ Being open to feedback can help you develop both personally and professionally. In order to take on board feedback, you must first listen to it.
- ▶ Don't think about your response; just listen to what is being said. Also take note of the non-verbal communication and body language being used, which will provide subtle clues as to what your colleague or manager is not saying as much as what they are.
- ▶ Take on board what you have been told and use this in a positive way to further enhance your performance and productivity.

5. BODY LANGUAGE:

- ▶ Non-verbal communication is often overlooked, but when you are at work, think about how your body language and gestures could be interpreted.
- ▶ Facial expressions can determine how you are feeling and eye contact, posture, tone of voice and gestures all reveal your attitude and approach to the situation.

6. LISTENING:

- ▶ Even the best communicators must listen carefully. Failure to listen properly can have disastrous consequences, from failing to follow through on a manager's instructions to not completing a customer's request.
- ▶ If you fail to listen, you cannot interpret what has been said and respond appropriately.



7. COLLABORATION:

- ▶ Working collaboratively allows teams to work productively and deliver positive outcomes for clients and the business. Successful collaboration requires the ability to cooperate and respect each other.
- ▶ Employers often seek applicants who have a proven track record working successfully within a team and candidates who are willing to compromise and cooperate to deliver exceptional work.
 - ▶ Being able to collaborate - particularly in challenging situations - is a great selling point when applying for a job. Present yourself in a positive manner and communicate your enthusiasm for team working.

8. SHOWING APPRECIATION

In the workplace, employers always look for employees who show their appreciation.

- ▶ This could be something as simple as a thank you when someone has helped with a project, a difficult customer or a tricky situation.
- ▶ Showing appreciation is about letting colleagues, clients, partners and managers know that you value them, their expertise and their assistance.

DO YOU THINK FORMER PRESIDENT BARRACK OBAMA POSSESS A GOOD INTERPERSONAL SKILLS BETTER THAN TONTO DIKEH & WHY ?



9. POSITIVE ATTITUDE:

- ▶ Showing positivity, even in difficult situations, is important. Be positive from the moment you fill out the application form or write a covering letter through to the interview, your first day at work and beyond.
- ▶ Never say anything negative about your current or past employer, even if you feel strongly about it.
- ▶ Employees with a positive attitude are more likely to treat others positively, which creates a more harmonious working environment.

10. WORKPLACE ETIQUETTE:

- ▶ The way in which you come across to others can speak volumes.
- ▶ People often form an impression of you within the first few seconds of meeting, so it's important that you present yourself as a professional.
 - ▶ Learning workplace etiquette is a great way to leave a lasting impression on those you meet.
- ▶ Check your posture, ensure that you stand straight and make eye contact, turn towards people when they are speaking and smile at them in a genuine way.
- ▶ Follow the dress code of the company and make sure that your accessories such as ties, bags and jewellery are suitable for the workplace.
- ▶ Also ensure that you demonstrate kindness and courtesy, and arrive in good time.

FINAL THOUGHTS:

Interpersonal skills are “soft” skills that are easily transferable across industries and positions. Employers value interpersonal skills because they contribute to positive work environments and help maintain an efficient workflow.

Interpersonal communication skills are increasingly valued by employers in every industry. Regardless of what type of career you are looking to enter, your ability to work well with your colleagues and employer may make a good impression and result in positive career growth.

- ▶ Now that you understand what interpersonal skills are and the industries in which they are most useful, you should be able to identify a few of them that you possess & apply them judiciously .

QUESTION & ANSWER SESSION

WHO AMONG THIS TWO NIGERIA LEADERS POSSESS BETTER INTERPERSONAL SKILLS?



THANK YOU FOR LISTENING
Best Regards:
Engr. Ikeh Prince Jideofor.