



SRI RAMAKRISHNA ENGINEERING COLLEGE



Autonomous Institution, ISO 9001:2008 Certified.
Approved by AICTE and Affiliated to Anna University, Chennai
(All Eligible Courses Accredited by NBA)
Vattamalaipalayam, NGGO Colony Post

COIMBATORE-641022, Tamilnadu, India

www.srec.ac.in

11th International Congress on English Grammar (ICEG 2014)
In association with Systemic Functional Linguistics

Grammar and Grammar Teaching: Changing Perspectives

Editor
Dr. Vathana Fenn

Ladder to Career Growth

P. Suganya, M.A., M.Phil.

Abstract

People Skills and Personality Development are inter-dependent and are the most important skills for successful career growth. People skill is an ability to communicate effectively with people in a friendly way, especially in business and also in society. People skills open career doors. To move up in the organizational ladder, people skills become more important.

Personality is a very broad term and takes into account the physical as well as the emotional as well as the mental state of an individual. At times even mannerism is considered a part of personality.

“Personality Development fundamentally means grooming and enhancing one's inner and outer person, to bring in a positive change in life. Each and every individual features a distinct persona that could be polished, refined and developed”. <http://listdose.com/top-10->

Language in India www.languageinindia.com ISSN 1930-2940 14:1 March 2014

Dr. Vathana Fenn (Ed.) *Grammar and Grammar Teaching: Changing Perspectives*

P. Suganya M.A., M.Phil.

Ladder to Career Growth

most-important-personality-development-tips/. This technique includes improving communication skills, speaking abilities, boosting one's confidence, developing certain hobbies and so on. It is actually the development of the organized pattern of attitudes and behaviour which makes an individual distinctive. To attain both People Skills & Personality Development, building up confidence is important. Optimism is the root on which one can build confidence. Thus by improving optimistic outlook on life, one can begin to excel in soft skills, thereby becoming successful in their career.

People Skills and Personality Development

People Skills and Personality Development are inter-dependent and are the most important skills for successful career growth. People skill is an ability to communicate effectively with people in a friendly way, especially in business and also in society.

“The term "people skills" refers to both the ability to interact effectively with others and the ability to deal with one's own emotions, reactions, and motivations. Because these skills are a crucial part of being a healthy and well-adapted human, academia and professional workplaces devote much attention to understanding and cultivating them. People skills open career doors”. <http://www.reliableplant.com/Read/26406/Four-tips-people-skills>.

Ability to be Understood and Share Ideas

High quality people skills offer one of the important reasons rank-and-file employees are promoted to management positions. As they move up the organizational ladder, people skills become even more important. Executives are promoted for their abilities, but when they fail, it is usually because of poor people skills. The ability to be understood and share ideas efficiently is the keystone of people skills. People with strong verbal skills can use language to adapt their message to a particular audience and form meaningful logical connections.

Non-verbal Communication

Non-verbal communication is equally important in positive relationships. The ability to send and interpret signals transmitted through facial expressions, postures, gestures, and eye contact is a people skill that will enhance a person's expressive ability and prevent misunderstandings. Individuals who understand and accept their own motivations, beliefs, and shortcomings are better furnished to handle interactions with others.

Self-esteem allows people to project a positive and confident image of themselves. It also puts others at ease and facilitates the formation of positive relationships, both in the business world and in personal life. The ability to recognize feelings in others that may not be explicitly stated is an important part of communicating and interacting.

Empathy

Individuals who cultivate empathy by attempting to place themselves in another person's situation are simultaneously cultivating a whole subset of people skills that will allow them to respond appropriately to the complicated demands of the social world. People skill is the capacity to resolve disagreements and restore peace in volatile social situations is another important element. Inherent differences in outlook and personality certainly lead to tension between people, particularly those who are forced into a social situation by the demands of work or other obligations. This category of skills can be cultivated through training and strategies for controlling volatile emotions, listening attentively, interpreting nonverbal communication, and being sensitive to personal differences.

People Skills are Vital During a Person's Entire Life

Developing people skills is vital during a person's entire life. Whether the individual is in elementary school and trying to get along with bullies on the playground, or a leader in a corporate office, these skills are vital to communicate effectively. People skills open career doors.

Some Tips

The following tips help people to develop people skills.

- 1) Smile at people as much as possible. This will also put others at ease when they are around you and make it easier to start up a conversation.
- 2) Be friendly and make eye contact with others.
- 3) Be an active listener when you are having a conversation. Give the person your full attention and acknowledge that you are hearing what they are saying.
- 4) Focus on what the other person is saying instead of what you are going to say next.
- 5) Communicate what you are saying in a clear and coherent manner. This will project that you are an intelligent and capable person.

6) Demonstrate that you respect the other person and value what he is saying. Affirm that his ideas are worth considering with praise about valid attributes that apply to the situation.

7) Say a heartfelt apology when you are wrong. Admitting you made a mistake will win you more friends and supporters than trying to manipulate the situation to cover your errors.

8) Speak in a positive manner to everyone as much as possible. A positive person is a more pleasant person to spend time with than one who is negative or in the habit of making snap judgments about others. Becoming good at anything takes time, and learning people skills is no exception. Take advantage of any opportunity that comes your way to further develop your skills.

Personality

Personality is a very broad term and takes into account the physical, emotional as well as the mental state of an individual. At times even mannerism is considered a part of personality. No matter where people go for an interview, or daily to the working place, their overall personality plays a very crucial role in determining their success.

This is the reason why so many people now-a-days enroll for personality development programs. But to be honest there is no need for that. People should have only one thing in mind that these institutes do not do any magic and will not turn people into different beings devoid of flaws. They merely teach how to manipulate one's self and bring out the good. This can be done by oneself as well with a little guidance and people can save their precious money from slipping out of their pockets.

Tips for Personality Development

The following are some important tips that can help people to develop their personality.

1. The first step to develop personality is to know oneself. It is very important to know oneself in order to figure out what needs to be done to modify his/her existing personality. Knowing oneself is not about knowing one's favourite colour, food and etc. It is

about knowing one's limitations and plus points. One must be aware of one's abilities so that he/she can use them when the time comes.

2. One needs to analyze oneself and find out what is it that he/she is lacking in. One needs to accept one thing - that one cannot be best at everything. We all have our strengths and weaknesses. Each one is different from the other person. Each one has their own set of talents and abilities No one is perfect in this world. So never compare yourself with others. It does more harm than good. One should esteem oneself and will definitely achieve a better personality.

3. A very important trait that is required to achieve anything in life is a positive attitude. Positive approach increases the chances of completing the task at hand. Positive attitude also makes one friendly and cheerful which on the whole reflects the personality.

On Personality Development

Personality is not just about how people look. It is how people present themselves. It is how people impress others. People need to have an attitude that is pleasing so that people are welcomed wherever they go. Be courteous and humble. Greet juniors and equals with a smile and respond to their greetings. At times have lunch together or offer lunch to them. Be available for people. This is a remarkable trait for personality. Mannerism carries a lot of weight in the professional world. Having a personality takes into account everything. Not just the way we dress up and talk, but also body language. How people walk, sit, stand, eat and how people behave when others are talking to them etc. make a huge impact on others. Body language is therefore an ever important aspect of personality.

The easiest way to achieve a good personality is to have a good physique. It is a very important part of the personality. Physique not only sets an impression but it speaks a lot about you. A good physique says that you are a well-organized person. You think about yourself and also your health. It also gives a perception that you stay away from bad quality and company. So start exercising and stay fit to develop your personality.

A very vital part of any personality development program is to help people speak better. It does not mean one should use big words and give speeches. The words that people use are very important. People should use decent and simple language, which is understood by all. Now-a-days English has top priority.

A great personality knows how to impress and make an impact. All the pain of building a personality is to be accepted so that one can move on and work in a better way. Develop a habit of appreciating fellow workers, no matter how small the work was, but care should be taken to see that it should not look fake. Appreciating others makes people seem very friendly.

Personality is not all about dressing up but, the way how people dress does have an impact on their personality. Dress up in a decent manner. Be professional and avoid flashy colours. Avoid unnecessary piercing on the body or tattoos. Wear neatly ironed and unstained clothes. Look professional or dress according to the environment of the work place. It is very important to develop one's personality to have a great sense of dressing. The important thing to be achieved to obtain a better personality is to develop confidence. "Optimism is the root on which to build confidence". <http://www.stevenaitchison.co.uk/blog/50-ways-to-build-your-optimism>.

Tips to Develop Optimism

The following tips help people to develop optimism.

1. Accept the past, manage the present & work hard for the future.
2. Accept what you are.
3. Strive for the betterment of the self and society.
4. Believe that anything is possible.
5. Avoid Pessimistic persons around you.
6. Listen to your favourite music often.
7. Utilize every opportunity.
8. Create your opportunity zone for yourself.
9. Be with your favourite persons often.
10. Listen to the inspirational quotes daily.
11. See your image in the mirror and say "I am good" and "born to win".

12. Learn something new in order to increase your knowledge.
13. Celebrate the successes of others.
14. Practice the habit of forgiveness.
15. Smile as often as you can. It has a way of showing your sincerity.

Only Optimistic approach makes the people excel in both people skills and personality development. It is the ladder to career growth.

References

1. <http://listdose.com/top-10-most-important-personality-development-tips>
2. <http://www.reliableplant.com/Read/26406/Four-tips-people-skills>
3. <http://www.stevenaitchison.co.uk/blog/50-ways-to-build-your-optimism>

P. Suganya M.A., M.Phil.
Assistant Professor/English
Sri Ramakrishna Engineering College
Coimbatore 641022
Tamilnadu
India
Suganyakavish@gmail.com