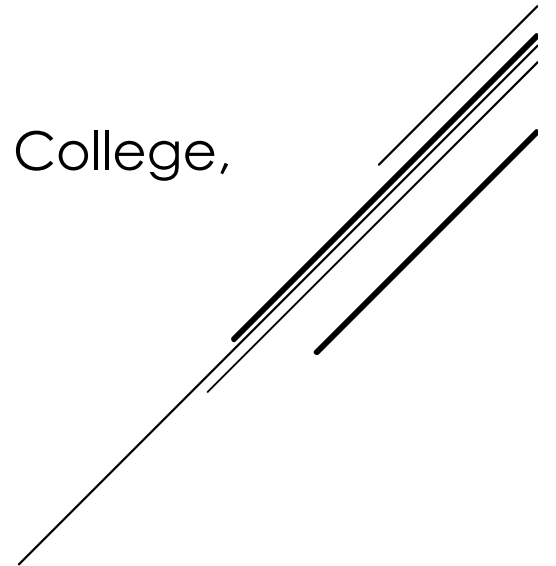


# Business skills

**Prof.Dr.P.K.Patil**

Associate Professor

Bhusawal Arts, Science & P.O.Nahata Commerce College,  
Bhusawal



# INTRODUCTION TO BUSINESS SKILLS

**There are two types of skills**

**1. Hard skills – Which is required for achieving of Job/Employment or starting of Profession.**

**2. Business / Interpersonal skills – which is essential to achieving success in Job or Profession.**




## **Business / Interpersonal skills include the following skills.**

- Communication skills
- Learning skills.
- Teamwork
- Flexibility
- Persuasion
- Motivation.
- Anger Management
- Time Management
- Stress Management
- E-mail Etiquette
- Negotiation **skills.**

### **Meaning and Definition of soft skills –**

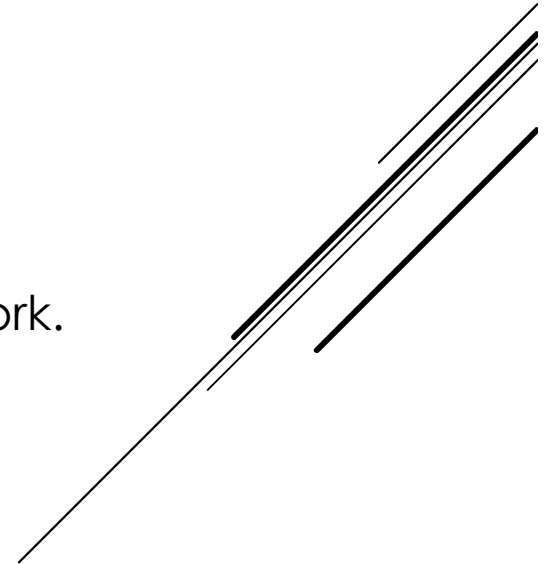
1. Wikipedia defines soft skills as, “associated with the person’s EQ (Emotional Intelligence Quotient), the cluster of personality traits, social graces, communication, languages, personal habits, friendliness, and optimism that characterise relationship with the people.”



Definition 2. Mind Tools defines soft skills as, “ your work ethic, your attitude, your communication skills, your emotional intelligence and whole host of other personal attributes.”

**Importance of soft skills** - Business skills are performed the vital role in the development of the organization. Business skills are not taught , but it develop through the proper training.

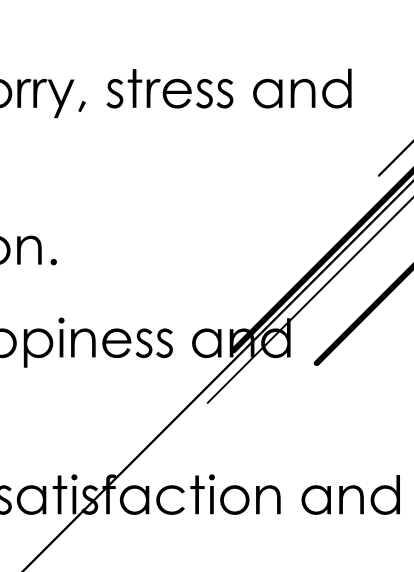
- Effective communication
- Helps in developing as a strong person
- Helps in becoming a key person.
- Develop Lateral thinking
- Increasing effective performance within the place of work.



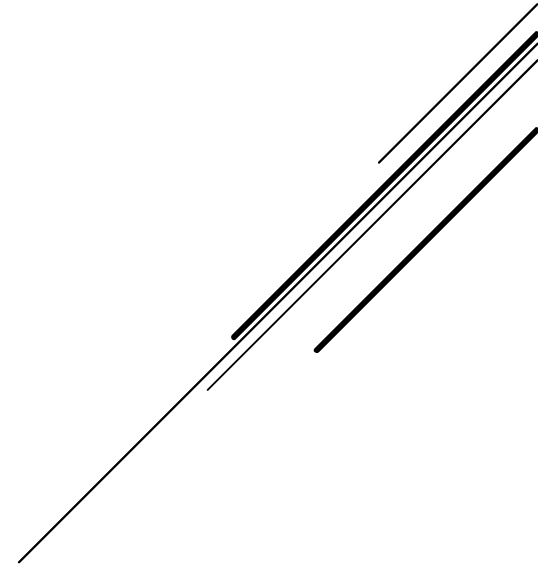
## **Types of Soft skills –**

1. Informative, Instructive, Explanatory Soft skills.
2. Convincing, Negotiating Soft skills.
3. Listening and monitoring soft skills.
4. Communicating, socializing soft skills.

Positive thinking :-

1. A thinking which leads to happiness and success.
  2. A thinking which helps in achieving goals and attaining the success.
- Negative thinking :- is a thinking which create worry, stress and depression.
  - A thinking which leads to failure and dissatisfaction.
  - Positive attitude :- is a attitude which leads to happiness and success.
  - Negative attitude :- is attitude which leads to dissatisfaction and frustration.
- 

THANK YOU

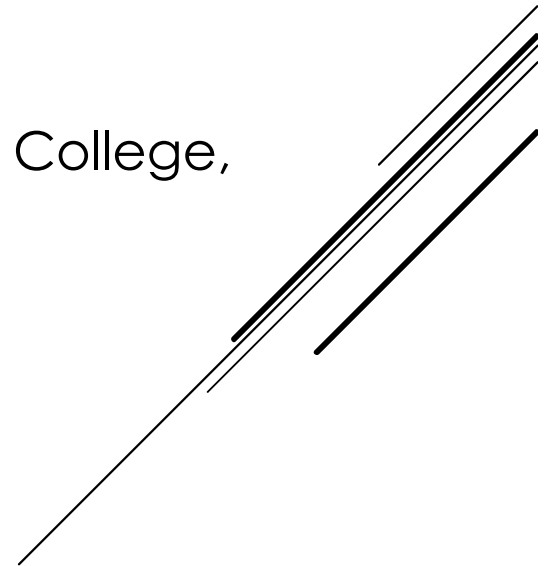


# Business skills

**Prof.Dr.P.K.Patil**

Associate Professor

Bhusawal Arts, Science & P.O.Nahata Commerce College,  
Bhusawal



# TIME MANAGEMENT

**Meaning:-** \*Time management skill refers to managing time effectively so that the right time is allocated to the right activity.

\* Time management is an art of utilising the available time at optimum level to do the work in hand at satisfactory level.

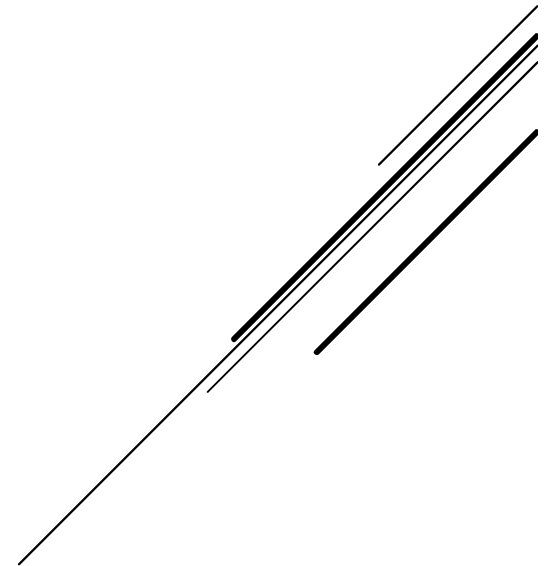
**Time Management involves the following important points.**

- 1. Effective making plan of Activities.**
- 2. Setting goals and objectives of Activities.**
- 3. Setting deadlines of Activities.**
- 4. Delegation of Activities responsibilities.**
- 5. Prioritizing activities as per the it's importance.**
- 6. Spending the right time on right activity.**



# NEED / IMPORTANCE OF TIME MANAGEMENT

- **Use proper time for doing proper work**
- **Reduce stress.**
- **Stay healthy, physically and mentally.**
- **Economy.**
- **Helps to enhance the quality of work.**
- **Create positive attitude.**
- **Helps to systematic arrangement**
- **Maintain discipline.**
- **Helps to achieve aims & Objectives.**

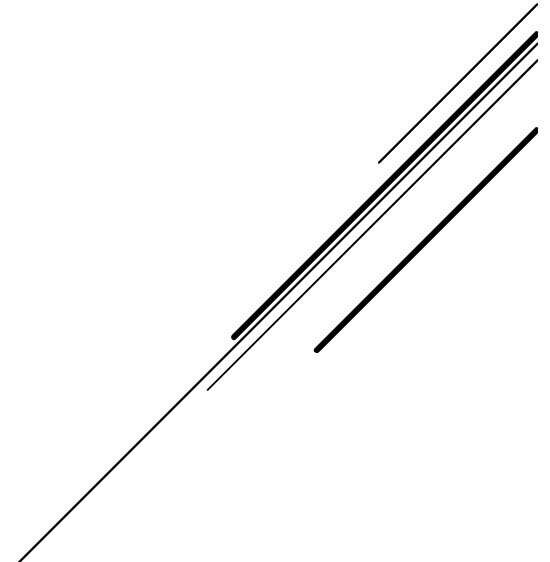


## **Time Management Techniques :-**


- **Set Priorities.**
- **make assured you complete you task within required period.**
- **understand the difference between urgent and important works.**
- **Stay focused.**
- **make provision of time for physical and mental peace.**
- **Set truthful and attainable goals for yourself.**

## **Tools of Time Management :-**

- **An Activity Log**
- **To do List**
- **Action program**
- **Planning of Multi Tasking**
- **Efficient File Management**

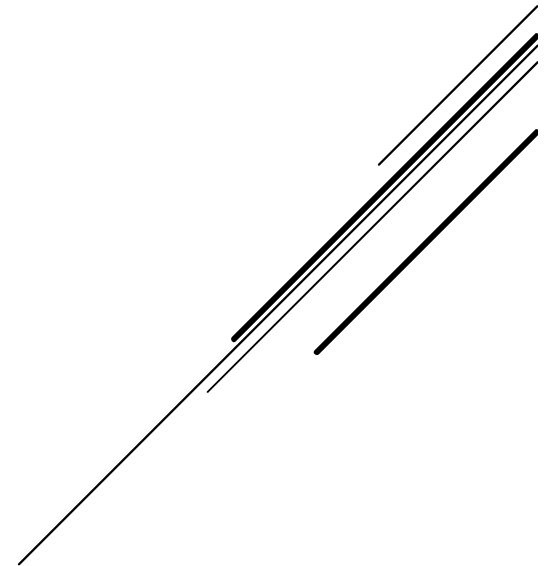


# TIME MANAGEMENT STRATEGIES

- Review of spending time
  - Set priorities
  - Appropriate Scheduling
  - Delegation of Responsibilities.
  - Design policies for external unwanted time waste element.
  - Avoid multi tasking
  - Make a provision for Rest & stay healthy.
- 

# Outcomes / Advantages of effective time planning :-

- Optimum utilization of time
- Effective utilization of time.
- Economic advantages
- Facilitates effective control .
- Facilitate to maintaining discipline.
- work completed within time.
- Avoid repetition.



THANK YOU

