

Дніпровський державний аграрно-економічний університет

KEY COMMUNICATION SKILLS FOR CAREER PROGRESSION

With the advances of digital technology, good communication skills both in-person and online are more important than ever. Effective communication involves speaking, listening and understand a message and the intention behind it. Whether you are presenting a proposal, speaking at a team meeting, or networking at a conference, your ability to communicate in a self-assured manner will build trust with the audience. In order to appear confident, speak with a steady tone, don't talk too quickly, use humour where appropriate and acknowledge others.

Body language and other nonverbal cues account for over 50% of all communication. All good communicators need to be able to use and read other people's cues. Give it as much attention as what you or they are saying. When reading body language, look out for both positive and negative body language, such as crossed arms or lack of eye contact.

Listening is one of the most fundamental components of communication skills. Listening is not something that just happens, listening is an active process in which a conscious decision is made to listen to and understand the messages of the speaker. Active listening is also about patience, listeners should not interrupt with questions or comments. Active listening involves giving the other person time to explore their thoughts and feelings, they should be given adequate time for that.

Writing well is a major component of a successful career as we are communicating more and more online. Being able to clearly and concisely write your ideas, in an unambiguous way, is a powerful skill not many people possess. The benefits of written communication is that it give you more time to craft the message and can get other people to read over it before you send it.

Poor writing not only makes exchanges of ideas and information less efficient, it also makes you look bad more quickly than almost anything else. Learning to write well has an important side effect, the organisation and structure required also teaches you to speak and think better.