

INTERPERSONAL SKILLS

by:

Lovely Renz M. Garcia

Clerk, Orani North Elementary School

As a worker in an organization, interpersonal skill is indeed vital. We do not act and do things but ourselves alone but we need to work harmoniously and deal smoothly with the people around, with the people within the organization where we work and render our services.

In work we need to apply our interpersonal skills in order to be a good and effective employee, thus establishing harmony and connection with others

As an employee, you should be good in verbal communication. This means that you must know how to communicate clearly and effectively with the people around. This also entails the expression of the good choice of words and respect in communication.

Non-verbal communication is another important aspect of interpersonal skill. The person should be able to execute kind actions and affections in order to be in harmony and congruent with the needs of others.

Listening skill is one significant thing that contributes to the interpersonal skill. It is a group interpersonal practice to listen to what other people say. People love to be listened by others. It is through listening that we find out what other people think and feel for us to provide our understanding.

Another important factor in interpersonal is negotiation. As part of an organization, it would better if you know how to deal with people under negotiation. It is through negotiating process that we resolve problems and avoid conflicts.

As part of the organization, it is expected that we must participate in problem solving. The problem-solving skill adds to the realization of interpersonal relationship. This means that we do our share and collaborate with the group to work for the attainment of goals.

Taking part in the decision-making is necessary. Every member of the organization needs to be heard and participate in decision -making process. You need to develop this skill in order to show that you belong and that you are concerned with the welfare of the group.

The idea of assertiveness is also related to interpersonal skill. Being assertive would otherwise help in expressing what we think is right. It is good to be assertive on our rights and on the rights of others.

In an organization, patience is a virtue. Dealing with people patiently is a manifestation of interpersonal skill. It is a good sign if we are patient with the people we deal with every day.

Interpersonal skills are significant parts of every employee in any organization and they should be employed for they are beneficial to all.

References:

Interpersonal Skills in the Workplace: Examples and Importance.

<https://study.com/academy/lesson/interpersonal-skills-in-the-workplace-examples-and-importance.html>

Top Interpersonal Skills That Employers Value.

<https://www.thebalancecareers.com/interpersonal-skills-list-2063724>