

# Essentials of contemporary communication

People



The three skills most in demand are the ability for versatile teamwork, problem-solving, and communication.

No new-era employee is being hired for a specific job. Their range of skills makes them valued members of a team.

#### Versatile teamwork

People are expected to work well with others and be able to switch easily from team to team, depending on the project. This implies a capacity for quick learning, high adaptability, and composure under pressure.

#### Problem Solving

This is an extension of teaming up and versatility a work. People who can recognize problems and implement solutions are esteemed by companies. Not only the management needs them; such people are the darlings of colleagues everywhere, and also of HR managers. Such people are blessed with the traits of thinking creatively, visualizing and suggesting solutions, knowing what to learn and how to do that at the right time.

#### Communication

Communication skills are not just for professional advancement. Even as a personal trait it is very essential to be a welcome member of any group in family or society. But it has an added significance in the workplace—from performing the routine work, to securing timely promotions and wage hikes. Today's communication needs can be classified broadly into three areas—written, oral and technological. Written: a lot of documentation, reporting, correspondence and filling up of forms is involved in usual work. Excellence in these areas is necessary to cut one's way through career goals. Oral: Simple speech communication matters a lot in today's workplace. Good skills at this is needed for successfully selling your ideas to your manager for <https://assignbuster.com/essentials-of-contemporary-communication/>

project approval, happy appraisal of work done and moving up the career ladder, giving instructions, understanding instructions and implementing things, maintaining rapport with co-workers of different levels and temperament, fruitful telephonic deals, interviewing people and gathering information, making presentations and a lot more. Technology: Proficiency with communication channels like telephone, fax, email, word processor, voice mail and even social networking websites is very much needed, depending on your project and job profile.