

Workshop
On
Communication and Soft Skills

RESOURCE PERSON: Dr.M. Koteswara Rao, Asst. Professor, Krishna University, Machilipatnam

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About the Programme:

Dr.Koteswara Rao, the resource person said that in communication, the speaker must

adjust his/her tone and style according to audience to explain complex issues clearly and comprehensibly. He explained that Self-Motivation is the **positive attitude** which is a vital soft skill of leadership. It involves good **team work** to achieve a common goal. He told that **Problem Solving** requires analytical, creative, critical skills, and a cool mindset. He explained that **decisiveness** is the ability to make quick decisions effectively and time **management** is the ability to work under pressure within tight deadlines. Employees should have this soft skill to manage their time well to prioritize and organize their tasks efficiently.



Think like a wise man but communicate in the language of the people.

William Butler Yeats