



EMPLOYABILITY

SKILLS GUIDANCE PROGRAM (ESGP)



DEVELOP YOUR **COMMUNICATION**
SKILLS TO GET YOUR **DREAM JOB**



EFFECTIVE COMMUNICATION (LISTENING SKILLS)



Effective communication begins with **Effective Listening. If you're just concerned with how you're communicating to yourself, possibilities are you're not hearing or responding to what others say.**



TAKE TIME TO RESPOND



After you've listened (and understood) take time to **draft in your mind what you want to say.**



MAKE SURE YOU UNDERSTOOD



Don't blame others for not understanding. Instead, look for ways to **clarify or **rephrase** what you are trying to say so that it can be understood.**

MAINTAIN EYE CONTACT



Whether speaking to a crowd or one-on-one, maintaining eye contact can builds **credibility and demonstrates that you **care** about your listeners.**



LISTEN WHAT YOU SPEAK TO IMPROVE **CLARITY**



**If you sound tired, your listeners will be distracted.
Put on the **passion** and **interest** in your speech if you
want to truly enhance your communication abilities.**



www.aimsintlqs.com
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We are here to develop your communication skills

EMPLOYABILITY SKILLS GUIDANCE PROGRAM (ESGP)

STARTS FROM 14TH JANUARY 2022
TIME: 09:00 AM TO 01:00 PM

REGISTER AT

www.aimsintlqs.com

DEVELOP YOUR EMPLOYABILITY SKILLS WITH **AIMS**


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