IIT ROORKEE

NPTEL ONLINE CERTIFICATION COURSE

LECTURE-3

How Can I Develop Interpersonal Skills

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How Can I develop Interpersonal Skills?

- Developing interpersonal skills require a lot of practice, until they become a habit.
- Become an active listener and use positive body language.
- **Efficient communication**: With efficient communication, you can avoid any misunderstandings with your team.
- **Resolve conflicts**: take the role of moderator when dispute arises, discuss the issues clearly, and try to resolved it.

How to Emphasize Your Interpersonal Skills in Your CV?

- Delineate a strong career history section, by incorporating your interpersonal skills.
- In your cover letter, expand this further by explaining how you used these skills.

➢ **Difference between Interpersonal Skills & Intrapersonal Skills.**

- Interpersonal communication takes place between two or more people.
- Intrapersonal communication takes place within the self.

How to Properly Showcase Interpersonal Skills in your Resume and Cover Letter

- There are two ways like, including them in your skills section, or showcasing them in your professional experience.

➢ **How to include them in your resume skills section**.

- For interpersonal skills, including them as simple bullets in your skills section can be difficult.
- Take a look at the following examples:
- Excellent Leadership Abilities.
- Good Communication Skills.

How to showcase them in your professional experience section.

- The best place to include interpersonal skills on your resume is in your professional experience.

➢ **Interpersonal relationship**

- Reciprocal social and emotional interaction between two or more individuals in an environment.