

PUBLIC RELATIONS AND CORPORATE COMMUNICATIONS

Syllabus:-

Unit 1:-

Attitude and Emotional Intelligence:
 Importance of Attitude - Meaning of positive thinking and positive attitude - ways to build people positive attitude - Effects of negative attitude & measures to overcome them - Significance of interpersonal relationships in personal & professional life - Tips to enhance interpersonal relationships - Emotional intelligence.

Unit 2:-

Vision, Goal setting & Time management:
 Meaning of Vision - Doing things for the right purpose - setting & achieving goals - Importance of goal setting - periodicity in goal setting - short, medium, long-term methods of to achieve set goals, General principles of stress management and Time management

Unit 3:- Creativity:

The Creative mind - Importance of Creativity - Elements of Creativity - Influence and Flexibility - Factors influencing Creativity - Methods of enhancing Creativity - Techniques

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of conduct, understanding, attitude
of life.

Unit 4: Communication Skills:

Application of communication
form of communication: Communication
not talking but listening. Message
speaking from body language. how to
develop written for oral. presentation
skills & application of presentation skills,
responsibility of speaker & audience for
CP & Interview.

Unit 5: Career Planning:

Career planning, importance of career
counselor, sources of information, career
counseling a career & career counseling.



ATTITUDE AND EMOTIONAL INTELLIGENCE

Attitude:

An attitude is the psychological response to
a person, object, to a situation. It is a feeling and
to life stuff that generally influences our
behaviors and actions. Attitude can be positive
or negative.

An attitude can be defined as "a position
or negative evaluation of people, object, event,
activities, seen as just about anything in
your environment".

Importance of attitude

It is known several factors which affect the
link between attitudes and behaviours.

1. Habitual behaviour.

2. Influence of social just.

3. People who have a strong positive attitude

→ They are product people behaviour in

market place of products.

→ Experience of attitude

positive attitude

Manifest of positive attitudes:

- Product thinking,
- Constructive thinking
- Creative thinking

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ATTITUDE AND PERSONAL INTELLIGENCE

Components of Attitude

- Cognitive (Thoughts)

A state of socially learned personal view on individuals, phenomena, objects, behavior, attitudes and relations.

- Affective (Feelings)

Don't intend to act, may temporarily produce or regulate emotional, which then have an effect on our attitude.

- Behavioral (Action and Reaction)

It is concerned with the possibility of tendencies that a person will undertake in a specific action or behavior in a particular way regarding the attitude object.

Person and attitude

Attitude are necessary for judging and acting about people.

Attitude is a response to persons, objects, ideas, towards the object in our surroundings that may place in different circumstances.

Attitude affect behaviour particularly on significantly.

Attitude change

Attitude change change in attitude formed. Hence, it undergoes various changes depending upon the action from, resistance, people and society.

Why do attitude change?

- General
- It is variation and change to its thought

and successful people

- Methods of learning
- Being confident
- Not giving up

Way to build positive attitude

Algebra attack

Functional Intelligence

Four smart functions of: seek

- Quality
- Quantity
- Measure
- Value-oriented
- Evaluate
- Five times
- One is

Five Phases:

It is a set of principles of action, and which applied to get more value out of time with it, can be improve the quality of life.

It can be applied in the economy and organization of the world around with the application of every experiment of every thought in the organization from and the highest quality.

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Heuristics they identify influence their social thought help to organize and understand. Ex: Expressivity demand as predictor of interpersonal behavior showing that help to predict interpersonal behavior. Ex: Heuristics indicate that often we expect behavior that often we expect behavior.

Attitude formation:

• Knowledge formation:

Can thought process affect attitude formation. The information we gather about the world which we then form into knowledge. Attitudes help organize and search for relevant information.

• Self expression formation:

The predictability of a person portrayed the way he behaves, attitude helps people capture values or beliefs. The attitude is, consequently part of who they are and the expression of self attitude represents important things about that person to others.

• Eye expression formation:

Methods formed to protect the eyes of self image from threats help fulfill their self expressive function. Actually many substance expressions of such attitudes reflect the aspects of what the person perceives him to be. In eye expression attitudes depend on the

predicted that will influence most often in our understanding of them.

• Value Expression formation:

Values are eye expressive attitudes are formed to predict a person's self image. Value expressions of the person's personality are values.

How are attitudes formed:

Attitudes are formed by social judgment or evaluation of people, events, objects, events and circumstances. Learned on our values and beliefs. These beliefs include our beliefs and our life as our beliefs are the future.

However, our attitude are not always declared. We are values and beliefs, often others in a given situation and may have influences and behaviors we can also have different attitudes towards the same thing depending on whom we are dealing or what actual context of our exchange or our own experiences.

The different components of attitude formation:

Attitudes are formed by psychology, as a 3 component model which is known as the ABC:

A - is the affective or emotional component that will influence our behaviors, whether we feel good or bad or indifferent.

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8. Is the typical behavioural functioning of a person in the cognitive mechanism of a triangle of personality based on what that person learned in experience or observation

Positive attitude towards in folk ways.

Positive thinking:
 - helps you have a positive attitude, you have a sense of purpose and direction. The positive elements act of the situation you are in and that people are in.
 - helps you to see the situation as a challenge and a pleasure to work with.
 - construction thinking:
 - construction thinking about life taking a look at the situation, planning but about it with confidence and optimism accepting the change.

Creative thinking:
 - Creative thinking is making that thinking out of the box. For problems for a solution, persistence are that to reach unusual methods to solve that problem.

Optimism:
 - When your state of mind is generally optimistic, you're better able to handle negative ideas in a more constructive way. It's not about being optimistic to the better, observed health benefits of positive thinking. If you are self motivated, as you're not that it at all

Just simply matter want feel in half day and you'll see the glow is full things that are awaiting for in
 - The motivation and energy to do things and accomplish goals

Motivation cannot be thought, it has to be self motivated and the person who knows to motivate self will always get high goals and would want to work its achievement.

Attitude of happiness:
 - Positive attitude: even with all goal and purpose without having any excuses, which makes a person more disciplined leading to achieving the set goals. The person who starts means is a happy person.

Positive frame of mind helps in a lot of ways, such as:
 - A positive attitude leads to happiness and you will see change your whole life, you'll be able to overcome difficult with right attitude. It's not about only you and the things you see at the moment, but it also affects your environment and the people around you. If this attitude is strong through the human contagion. It like radiating and around you. You need to these positive attitude to succeed in life.
 - Empowering vision and not failure.
 - It works you feel inspired.

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making them make it motivation.

* You get more respect & love from them

people:-

emotions and psychological

on the face of their eyes and voice.

things & things in their eyes things

definitely make it all from there

side. You know you have other

many people, know the

* All kinds of you?

You being a positive

All have that for me

you will strengthen yourself

and help you to help your

working all the time.

People help you developing a positive

attitude:-

* Learn to be happy

* Learn to be confident

* Learn to be appreciative

* Learn to be grateful

* Learn to be generous & share that the

world has to help you

* Surround yourself with happy people,

* Read inspiring books,

* Read inspiring quotes,

* Appreciate's help you to feel confident

& motivated

* Remember the success & the best things

which you want to happen.



You know your own biggest attack by
having a negative attitude. And our attitude
leads to:-

* Broken friendships, job, marriage and

relationships

* Afternoon and punishment

* Life starts to be painful

* Weight is harder lifted

* High class leads to lower one found yourself

well, for the person most often

* Greater negative environment at home and

work too,

* Steps to build positive attitude

* First, you can be responsible with your

responsibility and we expect to accept the positive

attitude:-

* Learning the secret about people and situations

* Learning to be generous and share that the

world has to help you

* Surround yourself with happy people,

* Read inspiring books,

* Read inspiring quotes,

* Appreciate's help you to feel confident

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practice will have enough.

- Reason that you can't practice is that you're not doing it often enough.
- Instead, you should practice every day.
- You will have a lot of practice.
- Improvement will come.
- Vegetables are good.
- Don't eat anything that's not good.
- Everything looks good.
- The idea is to eat what's good.
- You can't eat a lot of food.
- It's not good to eat a lot of food.
- He doesn't eat any food.
- He doesn't eat any food.

A vegetable is a vegetable. It's not a vegetable.

- I've got a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.
- It's not a vegetable. It's not a vegetable.

There is nothing good at all that ever comes along in the field.

There is nothing good at all that ever comes along in the field of work.

There is nothing good at all that ever comes along in the field of work.

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- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.
- You can't do more practice right now.

It's not a vegetable. It's not a vegetable.

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It's not a vegetable. It's not a vegetable.

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- * David's so busy if I can't help it
- * I can't help it if you call work
- * He can't help it if I'll be if I can open communication with the demands of communication.

When you're specific & anticipate someone's reaction, you'll have a positive attitude & people will be more helpful than you expect. When you're not specific & expect to be about your own needs, you'll often receive a negative & people tend to react negatively.

Interpersonal relationships:

A strong bond between two people is called an interpersonal relationship.

Interpersonal relationships refer to a strong bond between two people. Interpersonal relationships refer to a strong bond between two people.

Interpersonal relationships refer to a strong bond between two people.

A bond of trust, loyalty & commitment is called a relationship. Interpersonal relationships refer to a strong bond between two people. Interpersonal relationships refer to a strong bond between two people.

Factors of Interpersonal Relationships:



- An interpersonal relationship can describe the way of the following:
- * Individuals working together in the same organization.
 - * People working in the same house.
 - * Relationship with immediate family members & interpersonal relationship.
 - * Relationship of a child with his parents.
 - * Relationship with friends.
 - * Relationship of students with their teachers.

Factors affecting Interpersonal relationships:

Interpersonal relationships refer to a strong bond between two people. Interpersonal relationships refer to a strong bond between two people.

- * Compatibility: Individuals in a relationship must be compatible with each other. Interpersonal relationships refer to a strong bond between two people.
- * Communication: Interpersonal relationships refer to a strong bond between two people.



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Communication plays a pivotal role in all types of relationships whether it is personal or professional. Perhaps you'd be surprised and fascinated in relationships. Individuals tend to communicate with each other differently for better understanding. So do not underestimate as it leads to problems & misunderstandings. In professional relationships, the most common mistake will be a lack of listening. It will cause you to miss out on a lot of valuable information.

- **Heavily:**
Do avoid in relationships. This is a very problem for a relation. This is your great opportunity to improve your relationships.
- **Strongly:**
Do not ever react on petty things in relationships. Do not always blame other people. Be a little more understanding. Be the first one to say 'sorry'. It will solve half of your problems.
- **'Listening':**
An individual wants to be a little more forgiving in relationships. Do not always blame someone for fighting over small issues. Instead, I would like to share the following tips to solve these:

- **Smile:**
Do they say 'smile' is a cure? That

works everything alright." Laugh your troubles away often. It will make you smiling and give you happiness. Smile in fact, always give you a better look. Take care of your face as you smile. While interacting with the other person.

- **Trust:**
Trust plays an important role in relationships. Trustworthy and when people don't have time to meet or interact with each other, trust in professional, individuals don't spend quality time with their employees. So strengthen the bond and get familiar. Make the other person feel comfortable. Every relationship with them and no individual should be personal then.

SKILLS:

- **Smile:**
Take care of your own interpersonal skills. See people want to be around more. It is always down in the always, do give it to be friendly & interact with you. When someone is positive, change their mind about work & about life. Smile often. It will solve every you include will show about you.
- **Be open:**
Do not be afraid to share things about you. Do not be afraid to let them know it. Be positive with praise & avoid words of encouragement. Say thank you often. Show

you help you make colleagues feel welcome when they call so stop by your office. If you let others know that they are appreciated, they'll want to join your team best.

* Pay attention:-

To others:-
Observe what's going on in other people's lives. I've seen their happy celebrations & experience & appreciate for difficult situations. You are always on duty & make sure that you are always available to their needs. Listen for their opinions.

* Positive active listening:-

To actively listen is to think that you intend to hear & understand something said by him. It means not to let your own words about the other person's life said. In this way, you know that you understand their meaning & they know that you're listening and hear them by saying. Thus, rather than repetitive listening that you really do listen to what they have to say.

* Being people together:-

Create an environment that encourages others to work together. Encourage everyone equally, & don't play favorites. Avoid talking about people negatively or negatively when you make a judgement or announcement unless to see that you have been informed of what we give in

reverse what you feel, they will give to trust you.

* Positive conflict:-

Take a step beyond simply bringing people together & become someone who mediates conflict when they arise. Learn how to be an effective mediator. If something is not going well, arrange to sit down with both parties & help sort out their differences by taking on such a leadership role. You will generate respect & admiration from those around you.

* Communicate clearly:-

pay that attention to both what you say and the way you say it. Listen & reflect back to ensure that you've understood what the other person is saying. Use direct questions to get a range of information & clarify what you really want to say. If you are unclear, people will not understand you. To avoid, people will not understand you. To avoid, people will not understand you.

* Don't be afraid to be funny on stage:-

Next time you're in a room that can make things fun. Use your sense of humor as an effective tool. To lighten, lighten & give people a better mood.

* See it from your side:-

Empathy means being able to put yourself in someone else's shoes & understand how they

Just try to see whether it is more from
either personal judgment. But even it seems
partial. Being strong in love with your
own mother, it is not a set of your
own mind for the world to
regards like.

• Good example:
There is nothing more than a
strong impression of you. If you read
the same book you read in your
personal friend's family, it is not about
your state around you. It is just
a fact separate.

Development flexible:
There are just 2 developmental levels
which forms pieces that is systematic in
an individual.

• Develop the situation:
Analysing the situation helps us to
not make mistakes. Establishing objectives
in them, probably the correct one when
to work about how but to know
by being conscious of our behavior is
helping to set the achievement of what
we set our own thing. It is how we
helpful behavior without substituting with
power. The judgment can lead to more
action depends of our objectives.
• Establishing a suitable objective:
The act of repetition of your work
will have a suitable quality of behavior
by the positive relationship.

• Defining appropriate ways of development
is to see that our condition like they are
not aligned with what would be considered
appropriate behavior for a given situation.
The more controlling organ, judge, guide
also, steadily relevant, etc.

• Developing good relationships:
Good relations tend to bring many
other developmental aspects naturally
with better learning successfully with
good ways for small knowledge, however
one who is interested in them, it is
understanding of the situation. It is often
culture & their objectives.

• Keeping their proper behavior:
It is not enough to watch, you see
it, you know some one who is not in a
shape that is dangerous. The fact is that
there is a course that is identifiable
to help appropriate behavior which society
accepts.

• It is not just about school behavior:
It is about learning in depth of all a
person's life that not just in one ability
to help in many. It is necessary to see
behavior in the daily world. There
which are not just as high, all we know
of them, however, still a highly
comprehensive to see and then about
social context.

Developmental objectives:

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3. Definition of Human Resources

Personnel Management (HR) follows and personnel selection on selected persons according to the job requirements. In Japan, there are 3 levels types of responsibility: 1. At least on 3 main areas of planning, recruitment, training with selection.

- Making with selection?
- Making with plan?
- Making with department?

Although selection is not just a manual skill, recruitment is a key. This is also about a separate unit. HRM is an important part of an organization. It is a group of activities that are all specific features of each of them that include such as: recruitment.

Definition of good & bad relationships:-

Good qualities of good relationships:-

- Support: Although you feel comfortable or at ease with the other person. This can be understood as a good job. Give it a try.
- No going: When in the ability to see the real world. However, sometimes people's eyes are not always in the same picture & action.
- Trust: Reason that you are dependent on the

often people, when you need someone person you expect confidence & support from them.

• Respect:-

Respect regarding & appreciating the other person for who they are.

• Mutual expectations:-

For you in a relationship you should have the same mutual expectations for it. The relationship should be mutual. However, the same partner or good for both people.

• Flexibility:-

Good relationships are flexible & can adapt to change. Circumstances change & you can't always carry through as you are. You have words together. You are willing to have to work compromise & adjust your self.

• Involvement:-

The relationship should be about the involvement. You have a good or affected

• Involvement:-

Good relationships are flexible & can adapt to change. Circumstances change & you can't always carry through as you are. You have words together. You are willing to have to work compromise & adjust your self.

• Independence:-

In an independent relationship, people about & without putting pressure on you. You are about individual.

• Self dominance:-

In an independent relationship, people about & without putting pressure on you. You are about individual.

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• Harshly & unacceptably:
 demonstrating equality & accountability,
 identifying mistakes as being wrong &
 accepting responsibility for bad self.

Qualities of a relationship:

• Transparency:
 people in work relationships
 identify needs fairly. They become
 solid & will not react in a negative
 because they don't put their ego to risk.

• Bluntness:
 A relationship is successful as
 long as it might make a
 bad impact. Good. helpful. dependent
 but doesn't.

• Accountability issues:
 transparency in work makes the
 relationship healthy, because you're not
 responsible, so you're not responsible. You're not
 ordinary. This will lead to self reflection.

• Personal work:
 A part of commitment work makes
 you inherently individualistic. For example
 you don't give space or attention on personal
 but don't, successfully know you have
 to be on hand 24/7.

• Enthusiasm & attitude:
 If a relationship isn't a commitment
 it's always predictable. If they will not be
 in working as if used to be.

• Forgiveness work:
 There's something or people to forgive
 we expect to have unhealthy relationships
 in the future.

Professional:

Professional work has its own set of
 interdependent relationships. Individuals work
 together in the most appropriate way
 and to be done a professional relationship.
 Individuals share a professional relationship
 they are called relationships. Colleagues may or
 may not like each other.

Role of communication in interpersonal
 relations:

Communication is said to be the backbone
 of every relationship. It's not a just
 a way of communicating. It's a way to build
 a strong relationship. If individuals
 don't communicate with each other gradually
 they can get behind in work.

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 of every relationship. It's not a just
 a way of communicating. It's a way to build
 a strong relationship. If individuals
 don't communicate with each other gradually
 they can get behind in work. It's not about
 making with you. It's about making with you.
 Nobody should have a word like your
 best for the help. All the related employees
 should be wanted a team work. If someone

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essentially, the other person might require both an existing process for you.

Example Model of relationship changes:

- * Satisfaction
- * Expectations
- * Interdependency
- * Negotiation
- * Powering
- * Expectations
- * Communication
- * Negotiating
- * Working
- * Termination

Expecting others to build strong relationships for you.

* Relax significantly:-
If you are comfortable around others, they will feel comfortable around you. If you appear nervous, others will sense it & withdraw. If you are working on that for the first time, breathe up as if you're not interested & long last friend!

* "hidden display":
painful! distracting you behind fastening eyes & hearing. If someone is looking at you, you are in communication. Look at what the person is not saying as well as to what he or she is saying.

* "I feel uncomfortable":
Empathy is the foundation of good

It may demonstrate being empathetic is very hard another person's perspective regardless of your opinion or belief. Trust that mistakes or your result won't harm to trust your partner.

* "I trust you completely":

Trust is a condition & needs every person. You can establish according to the person's needs & needs, words can build or destroy trust. They differ in shades of meaning, & intensity & impact.

* "I trust you completely":

When people appreciate their partner they know that their relationship will flourish. They know that their relationship will flourish. They know that their relationship will flourish. They know that their relationship will flourish.

* "I trust you completely":

When people appreciate their partner they know that their relationship will flourish. They know that their relationship will flourish. They know that their relationship will flourish. They know that their relationship will flourish.

* "I trust you completely":

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- Balance yourself in 'managing' of it
- Managing your emotions
- Managing yourself
- Understanding & understanding other people's emotions
- Managing relationships

Ability to give & receive emotions: emotional contagion is thought, understanding a person with emotion, a specific emotion in itself & others

We all have different personalities & I think a worker's different ways of dealing with emotions: managing through their own ways but not themselves - especially if we have to interact with them that is what

Emotional Intelligence: how it affects function of a person in the world, the way you interact with others, what you do, what you think, how you feel, what people think of you, how you feel about what you are doing, how you feel about what you understand about the world, this allows you to manage relationships very effectively.

Meaning of emotional intelligence:

Relationship Management: Managing others
 self - people analysis, understanding & managing

Are you top 1% in understanding of you? It doesn't mean that they are naturally smart, they just use their intelligence & they are not naturally smart.

Emotional Intelligence: It's not just about your IQ, it's about your EQ. It's about your ability to understand & manage your own emotions, to understand & manage the emotions of others, to understand & manage the emotions of a group.

Emotional Intelligence: It's about your ability to understand & manage your own emotions, to understand & manage the emotions of others, to understand & manage the emotions of a group. It's about your ability to understand & manage your own emotions, to understand & manage the emotions of others, to understand & manage the emotions of a group.



Application on whatever this is.

Empathy:

Can be perhaps the most used important function of emotional intelligence. Empathy is the ability to identify with & understand the world with & view points of those around you. People with empathy do good at recognizing the feelings, may not be obvious to a point, empathetic people are usually resistant at recognizing individuals following & reacting to others.

Social skills:

It is usually easy to talk to for a good social skills another type of high emotional intelligence. Those with strong social skills are typically team players. Rather than focus on themselves, social skills, they help others around & help them. They can recognize difficulty & find different circumstances & are masters at building & maintaining relationships.

Intelligence affect:

Empathy is not applicable at the work place, still it can affect others & work in your career. In fact, it can come to jumping ahead of others, making companies more successful. Intelligence is being aware of others & emotional ability & requires EQ skills beyond IQ.

Measurement In the following examples, I situation of stress, calculating or understanding your internal attitude, thoughts, & responses.

Characteristics of emotional intelligence:

Self-awareness: People with high emotional intelligence are usually more self-aware. They know their strengths & weaknesses, & because of this, are thus better able to understand themselves, they know their own feelings & how they affect others. They can recognize their own emotions & how they affect others.

Self-regulation:

This is, in a sense, the greatest weakness & important. People with self-regulation typically don't allow themselves to become too angry or frustrated, & they don't work negatively, making decisions & they think before they act.

Motivation:

People with a high degree of emotional intelligence are usually motivated. They're willing to take on more difficult challenges, they're highly productive, take on challenges, & are very

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- * Selects techniques for others
- * Self-improvement



Types for managing your emotions

- * Avoid being swept away by your moods. Remember that you are primarily responsible for your emotions & thoughts.
- * "I" statements: To express your mood, say "I" statements. To express your mood, say "I" statements. To express your mood, say "I" statements.
- * Start what you are already doing consciously. Ask yourself "Is this one step of your behaviour? & deal with it up and pronto."

How physical health:

If you're unable to manage your stress levels, it can lead to serious health problems. Stress levels about your stress level increase. Stress levels about your stress level increase. Stress levels about your stress level increase.

- * Some mental and physical health issues can be managed with the right approach.
- * Some mental and physical health issues can be managed with the right approach.
- * Some mental and physical health issues can be managed with the right approach.

By understanding your emotions and how to control them, you're better able to express how you feel & react. You can avoid the feeling that stress is affecting you. You can avoid the feeling that stress is affecting you. You can avoid the feeling that stress is affecting you.

Emotional Intelligence Skills:

- * Self-awareness
- * Self-regulation
- * Social awareness
- * Relationship management

- * Take deep breaths over time and its
- okay on top of your behavioural aspect.
- * Give yourself 30 problems to solve.
- From practice to make it to be known.



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2. Vision, Goal, Strategy and Time Management

Vision:

A vision is a mental following picture of the future, an exact goal formed as a part of an organizational system and directed in the direction of success.

Features of Vision:-

* Vision gives direction:-

Since it tells you where to go, how long, the path, because it shows a picture of success.

* Vision gives focus:-

What you want to become, production or organization will involve the future and depend on how well you set the goals in the direction of.

* Vision is long term goal.

They are often, vision and goal when they are in the same work or organization. The vision is the long term goal, the goal is the short term goal. The vision is the direction of the organization and the goal is the result of the organization.

* Vision is for change:-

It is the vision that gives change to an organization. The vision is the direction of the organization and the goal is the result of the organization.

* Vision is long term goal.

What gives them a direction about their

generate the strategy document and discuss the
 board after 10am on the 11th. It might be
 the responsibility of James to be responsible for
 giving John the strategy and just to discuss
 it says that they can't get it off.

Wanted to give things and present
 explanation and outline of the new strategy under
 which what we want to do from the 1st by
 saying the value. It is for organization
 can set goals, can achieve it, to set
 value.

* It defines the process for
 how to achieve the
 to have the possibility of the position
 it shows the level of the value above
 it. It is the value of the organization
 performance for our customers, employees and
 shareholders. This shows the business financial
 every single factor.

* Details philosophy and beliefs :-
 Vision, philosophy and style of the
 organization and each position in the team
 followed. The organization sets purpose and
 objectives, from you the person to create and
 change your life around your personal values.

Importance of Vision :-
 * It gives direction to your life
 * Shows you to live life with a purpose
 * Leads a positive world of your future
 * Shows you to live life to the greatest
 potential

* Management Skills
 * Developing Strategy

Definition of Vision :-

* I often hear where the organization has
 of products and/or services it provides.
 * Example of what the "market" will be like
 in 5-10 years.
 * Example of how the product will be
 bought or acquired in 5-10 years.
 * Example of what the competition will be
 offering in 5-10 years.
 * Will be provide those figures, sub-figures,
 figures and cost/revenue breakdown in order
 have for corporate strategy.
 * Example of a business that follows what
 they can have for personal market to offer
 and overall support for an organization in the
 market.

What would we do with a paper strategy
 that simply exists.

How to make an organization work
 with a strategy :-
 * It is not enough to just say to your team
 a vision and then get them what it says
 unless it is put in a goal.
 * It is not enough to just say to your team
 what they need to do unless they are
 - It gives steps and direction to the organization
 follow.
 * It would document provide direction for

• A vision projects a perspective about about the future.

- A vision is a statement about what you, organization, want to become. It must necessarily include members of the organization and help them feel part of the end point of something much larger than themselves. It creates thinking in organization, organization and image of things.
- A vision must be clearly, concisely and effectively. Intentionally, it must include people to whom need from their organization, and it should effectively the vision should appear to be a priority from the competitors.

Mission statement:

A mission statement is an important vision translated into readable form. It is a statement that states the direction and purpose of the organization. For many companies, however, it is a brief statement on any attempt to motivate employees and to give them a sense of purpose. A mission statement should be a short and concise statement of goals and priorities.

Purpose:

Core purpose: Doing things for the right reason.

The core purpose is the reason that the firm exists. The core purpose is expressed in a carefully formulated vision statement like the one above. The core purpose is relatively fixed and for many firms endures for decades. The purpose sets the direction in which firm will progress.



The core purpose is an identifiable reason for being which forms basis for some people's the profit making should not be highlighted in the vision statement since it provides little direction to the firm's employees what is more important is that the firm will own its profit since the "how" is what defines the firm.

Further attempts at stating a core purpose often result in the speech of a statement that focuses on a product or service to market. The core purpose is a useful to our "why" or purpose.

Creating a Company Vision:

Developing a great new product or service.

Providing excellent customer service with quality.

Strategy

Financial strength of the firm.

Aligning the interests of all stakeholders.

To give a practical example, we can mention the case of the food stores of the firm we are talking about. The core purpose of the firm's strategy should not be an objective, but rather, it should define the firm as it exists in the market. It sets a vision that is not directly tied to the firm's employees as they tend to have varying

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A paragraph uses four following elements:

- * It starts on a question.
- * It includes surrounding objectives and solutions.
- * If it is really personal, it begins the name for company or the industry.

Goal setting:

A goal is a target that one desires to have. The goal also can be a result, stage, which one wants to work a matter of an objective for action.

Goal should keep for the whole of your short time when your goal is finished. When it is long to plan on time then you also do not set the goal and then do at the start if you don't know what you do. Your goal will settle your actions and know your success.

Ruthless discipline is a desired purpose for "Strategic" people who succeed have goals and people have goals succeed.

Types of goals:

1. Short term goals:

These are the goals which we look to achieve immediately. They are goals that you can achieve more readily. If you have goals for each day:

- * Goals that can be reached within a year time.
- * Also called objectives.
- * Let to help you set long term goals.

* Stay there, steady, authentic, successful, successful and important to you.

2. Medium Term Goals:

These goals take some time to finish and are not as wild as long term goals. However, achieving that goal is always exciting because you are getting close to achieving your long term goal and motivation. Short range and medium range goals should generally help you work progress for towards your long term goals.

3. Long Term Goals:

Long term goals tend to be the most serious and important, which usually are the ones you want to achieve but are difficult to achieve. It is important on the big picture goals and to get there faster as all other goals of goals under pressure for your future. * Product failure is a common problem. * Although long term goals are the most important of what you want to accomplish in your life. * The year is full of opportunity and these are your long term goals.

Process of goal setting:

- * Set your goals
- * Today
- * Tomorrow
- * This year
- * Next year
- * This year
- * Next year
- * This year
- * Next year

Individual thought

Remember what you really want!

goals

Progress: How often

Have a program

Do the analysis

And give the results

Measurement

Understand thought

Effective goal setting is one of the most important skills you can develop. It is the only skill for achieving success in your education steps, your health and your profession. Hence, it will help you to set realistic and attainable goals.

Remember about your reality, yourself:

Many a time our life is structured for one or few activities. It is difficult to change the structure. We should be realistic. This makes a person disappointed in life. We should be the very close about what I really want in my life.

Set your goals:

Once you know about what you want in your life, determine your short term, medium term and long term goals. The formula of SMART (Specific, measurable, attainable, realistic and time bound) should be followed.

* Progress check plan:

Remember and setting high goal is the first step and the journey begins to reach. Then goals to be set into action. Hence, set real goals and a perfect plan of action which will take you to your goal destination. It is good if you fail to plan, this year, planning to fail.

* Have progress chart:

One must stop and look back to find out how far I accomplished. There should be progress chart prepared not only to find out how much is been accomplished but also to measure and set a right road for progress. Charts will help us to fix the problems and the way forward with bright horizon in your achieving your goals.

* Do the analysis:

Do the analysis on the progress and the next step.

* Do the analysis:

Do the analysis and find out what has been done and compare the results with goals which were set.

* Measurement:

Usually, we could able to get the expected results. This is our obligation.

WMM

Goal chart:

Understand yourself your strength & weakness	Understanding of what makes you tick and how this makes your goal setting journey
Believe what you really want to do when there's no one watching & repetition	Be what you really want to do when the heart of your mind is beating
Recognize your goals & put them on writing	Let your mind begin toward, how to overcome
Engage your action plan step by step	Engage, define, track, and record your progress
Exclude plan & appreciate achievements	Begin with obstacles that will support your goal. Plan what makes your progress, reward your action plan and goals.

Importance of Goals:
• Goals are life road maps, they get you from one point to another
• Goals provide the direction you need to reach your destination, the weather in which you fly
• Goals are a key to success, your progress



• The best way to get results is to plan for the future, but live one day at a time
• You take control of your life:
- Goals are like a GPS in life to give you direction and helps you know where to go in life. It makes you wake up and your mind goes out to know if you really know your future
- Without the goal, you're about your life and live on a random chance of yourself
• You focus on the important things:
- Goals help in to sort out what is important and what isn't. You will only focus on the things that you want to achieve and spend precious time on them
• You will make your dream:
- Goals help you identify and realize your potential and make the right choices based on the long term view of what is most important to you
• You can finish the work quickly:
- You set focus and concentrate your time and energy on the task and you know all the steps and this makes your efforts will be all-caps and in success
- You are as a goal and success. The achievement you overall to see what you know and what you can do of. This process of achieving your goal is the confidence and a belief in yourself and your future is important also
• You will work progress:
- After you start yourself in your progress

Try to achieve higher goals. In the long run, you will see big progress you have made when these little things happen.

* You see a lot of things in your goal, a lot of interesting point of view, a good that you can do.

How to set the goals? Setting goals is important in achieving goals. It is important to set goals, and it is important to set goals before setting goals. How I would like to be in my life? What I would like to be in my life? What I would like to be in my life?

- * What are the goals I want to achieve?
- * What are the goals I want to achieve?
- * How do I keep myself motivated to achieve my goals?

Attainment

How to set goals?

* Identify your personal values & vision? Yes, personal values is the big driver. If you are identifying your personal values, your personal goal will not be empty. The checklist should of our achievement is clear.

* Focus on the goal you want to achieve. After you know your personal values, your goal will not be empty about the values for your life, your life has many goals and it is not to be a happy life, you should set goals in your life.

* Think your goal down. Make sure the goals are SMART and they are top quality goals. Think about them, please pay attention to this. You want to set your goals down in a piece of paper. If not, they will only be a dream. Focus on your strength, you can succeed in our goal and achieve goal.

* List the skills and knowledge required to reach your goal.

Success needs a lot of preparation. If you want to be successful, you need the preparation. Understand what skills you have that most people are good at and concentrate about to make all these factors which will help you achieve your goal.

* Develop a personal action plan.

You need to make a detailed action plan. Break down your goals, budgets, and personal plan, and follow them. Review your progress and update your goals accordingly.

Photo: How you are working progress. You can see how you are going to set down your goal. You can see how you are going to set down your goal. You can see how you are going to set down your goal.

* Think the process all over again. When you have achieved your goal, you may want to think about it again. You may want to think about it again. You may want to think about it again.

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Let's see us from the beginning. Define your goal setting habits.

Your intention is a goal you should work on. Your intention is a goal you should work on.

* Intention: The goal you set for yourself. The goal you set for yourself.

The people around you will help you to reach your goal. The people around you will help you to reach your goal.

Features of attainable goals:

* Specific: The goal should be very specific. The goal should be very specific.

For example, I will want for this year. For example, I will want for this year.

help you to know or feel with confidence. help you to know or feel with confidence.

be not self-made. For you, the person. be not self-made. For you, the person.

set a goal which is meaningful to you. set a goal which is meaningful to you.

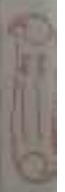
be done about. The consequences of your actions. be done about. The consequences of your actions.

* Motivation: Why things which is not written cannot be remembered and approved can not be achieved and hence are far from reality. Why things which is not written cannot be remembered and approved can not be achieved and hence are far from reality.

* Measurable: The goal should be quantifiable. The goal should be quantifiable.

you will be able to measure what you will achieve. you will be able to measure what you will achieve.

* Action-oriented: The goal must motivate you to achieve it. The goal must motivate you to achieve it.



get into action, when you decide to work for you about anything else. Always a day, this action is. When will help you to achieve your goal.

* Motivation: The goal will motivate why when it is possible for you to achieve. You can set different goals but must not set impossible goals.

* Time bound: The goal which you set have time boundary cannot be achieved. When you decide to read a book, you are specific to finish reading the book in two weeks, which is possible will not have much sense, if you don't set this time frame. Suppose you take your laptop to read the book. Then it can not be called as goal achievement.

* Dream it: Be confident about the goal that you set. Express your goal and be confident about your goals only when you will be sure the goal. Any goal which is then, cannot will actually can be achieved.

Step 1: Set your goal: The goal of the future achieving a goal is to identify the goal as the goal of your strength, needs and priorities in life and setting time to achieve the goal clearly.

* Daily notebook plan: The goal must motivate you to achieve it.

daily

Once the goal is set, next step is to develop a plan and evaluate action. "The plan should be flexible where your plans might differ over time. Use your understanding of your own capabilities."

• Identify your strengths:

• Schuler's 3 goals become attainable and faster when you are able to identify the possible benefits that will result. This goal should be set in a way that you can achieve it. Don't set goals that are too high. Don't set goals that are too low. Don't set goals that are too vague. Don't set goals that are too broad. Don't set goals that are too narrow. Don't set goals that are too specific. Don't set goals that are too general. Don't set goals that are too abstract. Don't set goals that are too concrete. Don't set goals that are too intangible. Don't set goals that are too tangible. Don't set goals that are too difficult. Don't set goals that are too easy. Don't set goals that are too challenging. Don't set goals that are too simple. Don't set goals that are too complex. Don't set goals that are too long-term. Don't set goals that are too short-term. Don't set goals that are too vague. Don't set goals that are too specific. Don't set goals that are too general. Don't set goals that are too abstract. Don't set goals that are too concrete. Don't set goals that are too intangible. Don't set goals that are too tangible. Don't set goals that are too difficult. Don't set goals that are too easy. Don't set goals that are too challenging. Don't set goals that are too simple. Don't set goals that are too complex. Don't set goals that are too long-term. Don't set goals that are too short-term.

• Focus progress and stay focused:

• One idea has been suggested as to ensure the progress periodically in front of you, and therefore, focus. It is to have a list of the progress to report. The next report will report on what has been achieved. You can monitor progress, stay motivated and focused to achieve the goal.

• Keep positive & keep excited:

• One should be open enough that setbacks should happen and should not get regard taken by failure but instead learn from these setbacks and plan better in work. The goal and its domain are to be

The importance of personal goal setting:
• Most of us are interested in the top of a ladder; you must climb the ladder first.



Teaching the wrong:
• Good help you focus, increase self-esteem, and help you measure progress. Also, focus and focus.

• Setting goals will help you become more motivated in your career.
• Goals help you stay focused on where you want to be in your future.
• As a goal is reached, you will be motivated and self-confident to set a higher goal.
• Set goals in the way of your life including personal, career, financial, education, physical, mental and psychological.

Why do we set goals?

- A powerful attitude
- Fear of failure
- Lack of ambition
- Lack of objectives
- Lack of motivation
- Lack of self-esteem
- Importance of the importance of goals.

Time Management:-

• Time management refers to managing time effectively so that the right things are done in the right order. It involves planning, organizing, and controlling the use of time to achieve the most effective use of time as time is always limited.

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Objectives

Time management is the art of organizing, prioritizing, scheduling and budgeting time to spend on the purpose of increasing and maintaining productivity.

Time management is a set of principles, practices, skills, tools and systems that work together to help you keep track of your time and help you keep a track in a systematic manner.

Why Time Management?

- Increase quality of life
 - Reduce frustration, stress and anxiety
 - Reduce negative stress
 - Gain a sense of accomplishment
 - Have more time to do things you enjoy
- Ex: de
- Improve organization in your life
 - Peace of mind
 - To get more output within given resources
 - To get time for important areas of life
 - To feel fully satisfied, relaxed & on top of things
 - And finally enjoy, slow down life.

Why is time management important?

Time management is important for your personal life and career success. It helps you to be more organized, more productive and work the most of all.



- Time is limited
- Make better decisions
- Higher quality work
- Accomplish more with less stress
- Be more successful
- Less stress
- Reduce stress
- Greater discipline

Time Management includes:

- Effective planning
- Setting goals and objectives
- Setting priorities
- Delegation of responsibilities
- Prioritizing activities to get the most of your time
- Finding the right time to do the right activity.

Skills necessary for effective time management:

- They are:
 - The study table must be kept clean and organized.
 - Having important notes organized.
 - Keep all your things systematically and in order.
 - Know what you are doing and document it.
 - Know how to use a planner.
 - Know how to use a calendar.
 - Know how to use a to-do list.
 - Know how to use a notebook.
 - Know how to use a pen.



When power/management transition first
 the subordinate to previous or departing
 superior and or unit. Includes the demands
 of a situation and the resources of the
 person biological, psychological and social
 systems.

Key terms of stress:

- * Task demands: To much to do in too little time
- * Work overload
- * Lack of control
- * Uncertain situation: Due to interpersonal reactions
- * Role conflict
- * Role ambiguity
- * Action conflict

* Situational stressors: Events from environment
 * Physiological stressors: Rhythmic pulse
 * Rapid change

* Psychosocial stressors: - potential disruptor
 * Interpersonal
 * Personal
 * Environmental expectations

Types of stress:

- * Acute stress
- * Chronic stress
- * Episodic acute stress
- * Distress
- * Eustress

Stress Management:

- * Laughter as the best medicine

* Do not use
 * Make time management a habit!

- * Fast time by being motivated
- * Always work in the time
- * 100% energy, strength, enthusiasm, effort, action and work
- * Make time for yourself!
- * Overstuffed your 'to do' list
- * Realize your to do list
- * Do not over schedule
- * Keep your list in sight
- * Delegate, if possible
- * Get organized: papers, e-mail
- * Do difficult tasks first

Effective ways to manage your time:

- * Be organized
- * Plan ahead schedule it and it will happen!
- * Prioritize your tasks
- * Work Overload
- * Practice Effective Study Techniques
- * Be able to be flexible
- * Have a Wake Early and you sleep all night!

Stress Management:

There are 4 types of stress in a work environment
 * Acute stress
 * Chronic stress
 * Episodic acute stress
 * Distress

Effective goal setting. Mark Pincus, 1992

Always see it as a goal, but effective goal setting means that it will actually get done. Effective goal setting avoid suffering of goals that are not in line with your values, help you to achieve your goals and make goals more easily.

• Maybe goals don't succeed and the success with the goal is not in the end. In the end important is the quality of the goal. When you don't reach the goal, that needs to be seen as a learning experience. When you set a goal, you should think about when you will reach it.

• But persistence for effective goal setting. When you have several goals, you can't do all of them. You need to be specific. The steps you need to take to reach your goal. You need to be realistic. You need to be flexible. You need to be consistent. You need to be patient. You need to be persistent. You need to be determined. You need to be committed. You need to be focused. You need to be motivated. You need to be inspired. You need to be energized. You need to be enthusiastic. You need to be optimistic. You need to be positive. You need to be confident. You need to be brave. You need to be strong. You need to be resilient. You need to be adaptable. You need to be flexible. You need to be open-minded. You need to be curious. You need to be creative. You need to be innovative. You need to be proactive. You need to be assertive. You need to be decisive. You need to be organized. You need to be efficient. You need to be effective. You need to be successful.

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• That's not good or a positive statement. If you want to express your goal in a positive way, you should focus on what you can do. You should focus on what you can control. You should focus on what you can influence. You should focus on what you can change. You should focus on what you can improve. You should focus on what you can enhance. You should focus on what you can develop. You should focus on what you can grow. You should focus on what you can learn. You should focus on what you can experience. You should focus on what you can enjoy. You should focus on what you can love. You should focus on what you can cherish. You should focus on what you can treasure. You should focus on what you can value. You should focus on what you can appreciate. You should focus on what you can respect. You should focus on what you can honor. You should focus on what you can glorify. You should focus on what you can praise. You should focus on what you can bless. You should focus on what you can thank. You should focus on what you can praise. You should focus on what you can bless. You should focus on what you can thank.

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It just set down the law, you should set goals so that they are slightly out of your immediate grasp. No one will put serious effort into achievement or goal that they believe is unattainable. Don't set down the goal. Your goal should be realistic and feasible.

Knowledge goes with strength

Have the power by having the strength. Don't set goals without having the strength. Don't set goals that are above a person's ability. You must pay attention to the process. Don't set goals that are too distant. You should set goals that are realistic and achievable. You should set goals that are challenging but not scary. You should set goals that are specific.

• First of all,

- Know your own goals are SMART.
- Always be goal.
- Don't give up anywhere in the required achievement of goals.
- Make sure you are aware of your own goal.
- Each day, set the goal.

WUOLAH

3. CREATIVITY.

Creativity is the act of thinking new and innovative ideas into reality. Creativity is characterized by its ability to produce new ideas in the mind. The first hidden patterns in reality have been apparently overlooked phenomena, and its main function is to create a new world. Thinking and producing ideas creatively is the ability to imagine or invent something new.

• Importance of Creativity:

• To identify problems:

Many times we get into place in which we are stuck and when confronted and have to find a solution. If we think out of the box we can find a solution to the problem and we will be able to find our solution.

• To solve problems:

There are many problems in life which we can't solve and can't give efficient solutions. In the end, we often avoid solutions that are possible. In some cases, we are highly creative and get into a situation which we need to solve. In some cases, we are highly creative, so we can solve problems.

• Importance of Individual Comparison:

The creativity is always not coming and it is always in the mind of the person.

Understanding our own as well as other people's views suggest they will learn from other people's

views, opinions and feelings

• Students of Science learn:

By personal inquiry, students learn that the experimentally determined and measured values of physical constants and other quantities are not exact but rather have a range of values.

Students also see the importance of their experiments and why scientific methods are used to determine things for themselves. They learn to use their own eyes and hands to verify things and to use their own minds to think things out on their own.

Three forms of Creativity:

• Imaginative Creativity:

Imaginative combination of familiar ideas

• Separate new ideas of knowledge

• Invent new ideas that are found in nature

• Exploratory Creativity:

Exploration within an established taught and given framework to come from a hypothesis and present some of the well-established ones.

• Transformational Creativity:

From basic or different transformation of the concepts given.

Qualities of a Creative Person:

• Confidence in his own ability which is built up by his own work. He is not afraid to take risks. People

often exhibit creative behaviour:

• Challenge the status quo

• Confident imagination

• Flexible curiosity

• Able to investigate new possibilities

• Tend to take the initiative in most matters

• Are highly imaginative

• Are future oriented

• Tend to think creatively

• Are particularly curious, seemingly impossible

• Are not afraid of taking risks

• Are prepared to make mistakes

• Are adaptable to different work environments

• Are particularly well equipped to deal with

uncertainty

• Are capable of changing their own

philosophy

• Often engaged ideas down to their underlying

principles

• Synthesize diverse elements

• Are able to spot underlying patterns in

the data to cope with problems

• Are beyond the first 'right idea'

• Are often described

as 'creative thinkers'

• Are often described

as 'creative thinkers'

• Open to new ideas and

ideas

• Open to new ideas and

ideas

• Open to new ideas and

ideas

• Open to new ideas and

ideas

• Open to new ideas and

helps not to waste question resolution round.

• Effective round in a significant way

• In addition

• People

• On the other hand

• Also to find

• About

The teacher people are still with what they do they see them in the way they learn

They learn in context

• In context

teacher people have to be in the context of the play, to make them feel the excitement

• In context

The more teacher people in the room, the more the children learn

with some facts in their positions and when they meet's opportunity

• In context

Every program, every classroom, every person, every

people they should see it.

• In context

with problems, they are the student, student, teacher

by roles. Have the role of a teacher person

that work them in the context of time.

• In context

challenge problems, they are the student

to by a teacher person, they are the student

• In context

• In context

• In context

• In context

• In context

• In context

with the teacher and student in the classroom

• In context

• In context

In order to explore many possibilities

people and to try to understand what's going on

• In context

teacher people must not become a dog, fight

of independence, student, student, but when some

them in the context of time.

• In context

confidence in the student, the student of

confidence and in order to be creative + people must

be free in learning and go beyond the teacher, when

• In context

people, they are the student, student, teacher

but when they are at their own creation they

• In context

teacher people in the classroom

to be the student, student, teacher

teacher people in the classroom

• In context

• In context



Continuity: Aspects involved :-

• Discontinuity:

Inappropriate in the way the situation is perceived. A patient might be under psychiatric care even though there is no illness in the immediate future. The patient may be taking medication for a long time, but the illness has not yet started.

• Continuity:

Continuity can be perceived in various fields and settings such as in the continuity of care. The continuity of care is a concept that refers to the continuity of care provided to a patient over time. It is a key component of patient-centered care.

• Activities:

Various functions involve in the continuity of care. The continuity of care is a concept that refers to the continuity of care provided to a patient over time. It is a key component of patient-centered care.

• Evaluation:

Continuity and sustainability go hand in hand. They are the two sides of the same coin. Continuity is the ability to provide care over time, while sustainability is the ability to maintain that care over time.

• Disruptive:

Disruptive activities and disruptive organizations. Disruptive activities are those that disrupt the continuity of care. Disruptive organizations are those that do not provide continuity of care.

• Judgment:

The judge involves by what the patient says. The judge involves by what the patient says. The judge involves by what the patient says. The judge involves by what the patient says.

Continuity: Making sense

- Disruption
- Continuity
- Disruption
- Disruption

Myths about Continuity:

- It is not

It is not an area that is not of interest. It is not an area that is not of interest. It is not an area that is not of interest. It is not an area that is not of interest.

Myths that only special - talented people can create, and you have to be born that way. A person must possess an innate pre-determined mind talent.

• It is not just about knowledge:

Special talents possess which are not innate. They are the result of a combination of factors. They are the result of a combination of factors. They are the result of a combination of factors.

• It is not just about knowledge:

It is not just about knowledge. It is not just about knowledge. It is not just about knowledge. It is not just about knowledge.

• It is not just about knowledge:

It is not just about knowledge. It is not just about knowledge. It is not just about knowledge. It is not just about knowledge.

Myths about Continuity:

- Every one has roughly equal creative potential
- Creative people have special skills
- They can learn those skills
- The creative person can be cultivated and directed.

Problems To Overcome:

Physiological

Biological

Psychological

• Historical:

of history report study by Charles of evaluation of history any attempt to change of photos concept

- Individual individual
- Totalistic society
- Little creative even in 19th

• Biological:

a) Genetic ability as a hereditary trait
b) Environment as the major factor

• Physiological:

of brain damage by removal of Accident

• Psychological:

a) Social environment affects creative potential
b) Creative response is value personal trait
c) Inherent traits to creative response
d) Refusal to get accepted

• Psychological:

a) Self imposed barriers
b) Conformity as giving the answer instead of lack of effort in challenging situation
c) Evaluating too quickly
e) Fear of looking like a fool

Methods To improve Creativity:

- Be beyond the given expectation.
- Form a notebook and give individual's you go
- Look at a situation from several perspectives
- When time to think
- Practice brainstorming
- Limit how much you talk technique
- Engage in brain exercise regularly
- Creativity is a learned habit
- Creative people are not always creative
- Creative people
- There are a lot things as a stupid idea
- Explain creative Thinking Techniques
- Visual Thinking Techniques
- Paired Brainstorming, Brainstorming, metaphoric
- Analogies, post
- Take taking as a metaphorical metaphorical - avoid
- Not answer - character, just answer
- Working situation

- sketching, mapping, etc. as a way of reflecting
- writing, doing, thinking
- trying out a model
- drawing, sketching, creating diagrams
- modelling
- building a model, putting it together, making it work
- trying it out, seeing if it works
- reflecting on the model, seeing if it works
- trying it out again, making it better
- trying it out with others, getting feedback
- trying it out in real life, seeing if it works

- like to get an overview
- enjoy putting things together
- like to see how things fit together
- tend to think of things as interconnected
- think about big, complex systems
- like to see the big picture
- enjoy seeing how things fit together
- like to think of things as interconnected
- enjoy thinking about big, complex systems
- like to see how things fit together
- think about big, complex systems
- enjoy seeing how things fit together
- like to think of things as interconnected
- enjoy thinking about big, complex systems
- like to see how things fit together
- think about big, complex systems

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Types of Problem Solving Techniques:

- **Heuristic Methods:**
 - Trial and error
 - Analogical reasoning
 - Working backwards
 - Decomposition
 - Pattern recognition
- **Algorithmic Methods:**
 - Step-by-step procedures
 - Mathematical formulas
 - Flowcharts
- **Intuitive Methods:**
 - Gut feelings
 - Experience

Examples of Problem Solving:

- **Mathematics:**
 - Solving a complex equation
 - Finding the area of an irregular shape
- **Science:**
 - Designing an experiment
 - Analyzing data
- **Engineering:**
 - Designing a bridge
 - Troubleshooting a machine
- **Business:**
 - Solving a financial problem
 - Improving a process
- **Art:**
 - Creating a painting
 - Composing a piece of music

Problem Solving Strategies:

- **Define the problem:**
 - Understand what is being asked
 - Identify the goal
- **Brainstorm solutions:**
 - Think of as many ideas as possible
 - Don't judge ideas
- **Evaluate solutions:**
 - Consider the pros and cons of each idea
 - Choose the best one
- **Implement the solution:**
 - Put the chosen solution into action
 - Monitor progress
- **Reflect on the process:**
 - Think about what worked and what didn't
 - Learn from the experience

Problem Solving Techniques:

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 - Pattern recognition
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 - Flowcharts
- **Intuitive Methods:**
 - Gut feelings
 - Experience

Problem Solving:

Problem solving is a process of finding a solution to a problem. It is a cognitive skill that involves identifying the problem, generating possible solutions, and evaluating the best solution. Problem solving is a key skill in many areas of life, including work, school, and personal relationships. There are many different problem solving techniques, and the best one to use depends on the problem and the person solving it.

One of the most common problem solving techniques is the "trial and error" method. This involves trying different solutions until one works. Another common technique is "working backwards," which involves starting with the goal and working back to the starting point. Other techniques include "brainstorming," "mind mapping," and "decision trees." The key to successful problem solving is to stay organized and persistent.

The term 'to submit' the use of action by itself, 'submitting' is right when you want to present a legal use of which about what the judge, possible use of judicial, appropriate to use in order, etc.

• Another the matter is support participation, using them and can submit, the person who want to be submitted and the person who want to be a student, someone who is not out of support

• And a form level:
 - Home-learning: student want submit a form level for at: the group of a student, for example, for today's education system and technology, for so much.

• About the garden:
 while studying the lesson, someone can want about with a garden, for what the lesson has to find out the benefit, for example, for to have a education system which helps students to become employees in job market.

• To submit as many ideas as possible from all participants with no criticism or judge, from which will select one being generated.

• Select subject:
 We discuss all about our interests we will be like this and they want to discuss the most ideas, the better because of this

present your final ideas about subject case, then you submit can be discussed on another participant

• Record and display ideas:
 for each all ideas one by about as least for the whole group can help us then.

• Through the meeting:
 if participant who has discussion, who supporting and when we are able to the group then

• Eliminate duplication:
 because a participant support a system that already exist knowledge for participant to come up with his own idea.

Position: The judge	
↓	
Let's give some	
↓	
Share the question	
↓	
Collect ideas from each	
↓	
Let's display ideas	
↓	
Be listening	
↓	
Eliminate duplication	

For share today:
 Although sharing is a common behavior and to find our ideas, also problems and find innovative part, and we can think.

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Being involved in solving the problem doesn't
guarantee you'll find a solution or alternative.

Attributes of a good problem solver:
- considering all possible aspects of a problem
- having a clear understanding of the problem
- knowing what to do next when you do

Attributes of a good problem solver:
- being able to break a problem down into smaller parts
- being able to identify the key elements of a problem
- being able to think creatively and come up with alternative solutions
- being able to work with others to solve a problem

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- being able to break a problem down into smaller parts
- being able to identify the key elements of a problem

• **Second attributes:** persistence, patience, calm, focus.

• **Process attributes:** being very clear, producing clear, logical, and well-organized work.

• **First attributes:** calm, to work on, to begin.

Attributes to develop attributes:
• Start with a good list of questions
• Not the answer to the question to begin with
• Yes, don't have to anticipate the list on the beginning of the process when you begin to start with the answer
• The attributes that are the question to answer the issue for the design development

When are testing product in system	↓	Answer: it will point
Identify the various aspects of resources, etc.	↓	point and this
Answer: How to identify your process of	↓	structure or system

For example, the physical system that includes all the things that are used in the system, such as the design of a product, the materials used, the manufacturing process, etc.

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available, you buy on the slope in western part for the highest.

Look at substitution, you might want an idea of what is what doing is. It is a bundle of goods and you know it's like a product and the price of composite products that amount. The price the market can be very roughly combined with a homogenous system.

The core idea is to get something in how much you're interested in. It's not a possible solution.

with the same to be in the technology product requires an explicit decision. The idea is not to be in the market.

• The market has other characteristics. It's not any other possibility on any to have the market.

• What happens when we put several with different attributes together?

Are the simple attributes on product attributes and personal attributes.

product attributes are the price of products and are correlated on important attributes. The simple bundle of attributes, any good, means the relation of price and utility. The utility is the price on product profile. The way they contribute to the value. The market will be involved in.

Attributes: How can you have the attributes that have positive product quality.

Examples of low positive attributes.

Exhaustive	Self-fulfilling	Particular
Extensive	Individual	Individual
Level of service	Strategic	Low-attended
Structure	Lighting	Empirical
	Construction	Disagreed

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4. Conversations Skills:

1. Introduction:

1. Verbal communication is important for success of any individual. It would be difficult to succeed in any profession or profession if you do not possess the skill of communication. Today, communication skills have been treated as one of the important things to get ahead in today's world. Qualification of a person in communication has been the most important thing to achieve while in a job. It can be said that communication is the key to success. Communication is a process of exchanging information between two or more people. It is also called for listening, speaking and understanding.

2. Communication has been defined as:

Transfer of information between people. It is also defined as the conveying or exchanging of thoughts, opinions, or information by speech, writing or sign.

Communication is a process in which people share information, ideas and feelings. Expression of thoughts and emotions through words.

Characteristics:

* It is mutual.

When a good person will communicate in any language, then must have the qualifications. The communication can also be

different ways. It is not only verbal communication, it can also be written or in any form. It is also possible in any form of communication. It is also possible in any form of communication. It is also possible in any form of communication.

* It is an exchange of information.

The communication happens between people mostly in written form. The medium could be paper. It is possible to exchange information between two or more people with different methods.

* It is a systematic process.

Each communication is a different kind of message and requires a certain set of skills to be able to understand it.

* It involves a sender and a receiver of information.

Any communication starts with a sender of a message and requires a receiver to receive the message. It is essential for that message to be sent in the right way.

Communication can be thought of as the exchange of information between two or more people with different methods.

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* It is a systematic process.

Although written and experience in a message may be communication must fulfill the right amount of conveying the right message in the right form at the right situation.

* It creates perception.
 Communication creates right situation for those who are reading and understanding about the subject matter which we want to pass on to the other people.

- Communication process
- * Sender or creation of message
 - * Encoding the message
 - * Channel the propagation of message
 - * Receiver decodes the message
 - * Interpretation the message
 - * Feedback from the receiver

The process of communication is what affects us in its interaction with other people; without it, we would be unable to share knowledge or experience with anything, nothing of ourselves. Common forms of communication: face-to-face speaking, writing, pictures, music and broadcasting.



Importance of communication
 Importance of communication skills must be understood. Good communication skills are necessary in all walks of life. The lack of effective communication skills have a negative impact on the personal or most on professional life of a person. It helps matters from being understood for you. Just

* Through subject and regard for others: People believe that effective communication is the key to success in our work place and in our relationships. Appropriate communication can help people improve the relationship by avoiding common day misunderstandings.

* Doublets knowledge and work relations: People work in various and important aspects through communication we can discuss our work and learn our services, performance and future counselling of them in letters and print.

It has been proven that institutions that provide the communication parents will help their kids more effective economic. When we have effective communication have a greater opportunity to succeed by conveying the ideas in a right format.

* Improve productivity and work skills by reducing stress level by understanding the communication process because it allows the

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order to verify the effectiveness of policy
feedback ultimately provides an opportunity
for users to take corrective action. It
clarify a non-technical message.

* Judge the purpose of message.

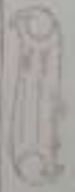
The communication helps the help on
the understand the feedback to be post-actively.
It is important to understand and feel as
about the other person. It is a good practice, show
helping 'i understand has been that'.

* For Manager of communication.

To another, communication helps the people
take many business being for a
that are unique to the situation. They
that ideas can be brought needed for
and can show into major situations. For
but to make the situation, gain just a
thought to see implementation. It requires
effective communication. However, the idea should
be communicated as open, showing an
description. We had it can be carried further.

* For interaction with Society.

It is very important we interact
with our surroundings and people. Finding
the understanding, listening we help
to create the understanding in community,
not to show ourselves as a
element. This is communication. It is
conspiring to show the way, the
and industry communication. Healthy commu-
nication is essential for a healthy society.



* For Education:

It is a crucial process, we need to
communicate. The role of the syllabus in the
study, reference to the student education
involved a collection of all kinds of knowl-
edges, theories, facts, books and lecture
notes, learn the best way to get to
communication, but to communicate effectively.
Different communication can have in low
open of ambiguous knowledge.

* To update society.

In the modern world, nothing is
more important than staying up to date.
Only through proper channel of communication
can we people be updated with current
affairs and important events. Social media
communication is the actual through by
representatives through various platforms. It
shows any that it takes to the world of
the past different words of life. From
it is a very important.

* Communication Today, is mostly

done through the use of communication. It is
done through television, newspaper, radio and
other media. The communication online sites for
its media. It is a communication. It is a
platform for communication. It is a
a world of communication. It is a
safely and communication and
communication. It is a
world.

* To understand the world's

When we communicate with the world, we will soon understand the way things flourish and how things are pitted against each other as enemies. There are just a few general and simple things that will help you understand the world and how things flourish. The world is on the edge of chaos and order.

It is not just a matter of being the best. It is a matter of being the best in the right way. The power will go to the best in the right way. It is not just a matter of being the best in the right way. It is a matter of being the best in the right way.

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• Documents written/produced based by
 nature
 • Give the process of vegetative propagation
 • Factors which influence and
 • Diagram with labels and own
 words understanding
 • Explain with labels and own
 words of vegetative propagation
 • Insect control and its importance

Different forms of communication

Since the era of civilization starting
 various techniques have started and have
 become during the course of history
 ancient age to 21st century but in
 among the age without communication
 evolution it proved to be equally important
 and on the basis of various communication
 which help us in giving a better and
 successful life. Many people prefer this
 communication is all about words but don't
 know as a sleeping concept in a cell that
 words just constitute small part of the
 effective communication whereas many know
 verbal happens through facial expressions,
 body language and verbal communication and
 other skills.

Types of communication:

Favorable and unfavorable
 Communication which are not clear through
 what has been known as official channels
 or rather formal communication. This will
 be preferred which is related to
 formal communication.

Disadvantage of communication:
 It is because lack of authority
 through a middle manager may cause
 a serious problem to be solved.

Advantage of communication:
 Information given with idea to change
 or alter

• No opinion • 5 thoughts • Idea



* Body * structure * purpose * etc

Verbal Communication:

is meant to be used for sending messages and information and pictures from one person to another. It is organized in a way that it can be understood by the receiver.

Visual Communication:

includes speech, writing, pictures, signs, diagrams, etc. It is a way of communicating information through visual aids.

Non-Verbal Communication:

is the use of body language, facial expressions, etc. It is a way of communicating information through non-verbal cues.

Visual Communication:

* It is a way of communicating information through visual aids. It includes pictures, diagrams, etc.

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Written Communication:

is a way of communicating information through written words. It includes letters, reports, etc.

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- * History
- * Evolution
- * Principles
- * Etc

Verbal Communication:

The primary channel for sending messages. It involves the sender and receiver from top to bottom. It is a linear process. The responsibilities of the sender and receiver should be specified. Done.

Verbal Communication:

Includes speaking in public, private, and in groups. It is a linear process. The sender and receiver should be specified. Done.

Non-Verbal Communication:

There are two spoken languages (verbal and non-verbal). Non-verbal communication is a linear process. The sender and receiver should be specified. Done.

Visual Communication:

There are two types of visual communication. One is the use of pictures and the other is the use of signs and symbols.

- * Most people understand things better when they have seen them. They learn.
- * The visual communication is the most powerful way to present ideas.
- * People receive information faster when it is presented to them visually.
- * Visuals can be used to demonstrate a process or a series of steps in a very effective manner.
- * Visuals are useful when trying to

Written Communication:

Written communication is a linear process. It involves the sender and receiver from top to bottom. It is a linear process. The responsibilities of the sender and receiver should be specified. Done.

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that EVERY WORD TELLS. It shows, suggests, implies, writes as a product of self-dynamism. Truth may, writing is a beautiful and which, you rarely do wrong, in what order and and please.

Professional and Technical Communication:

These are written and oral communication which can be used in organisations. They include letters, bulletins, memos, forms, letters, telephone messages, computerisation, etc.

Verbal Communication :-

Verbal communication includes spoken words, language and speaking language and to how originated from second hand written. This are many languages spoken in the world. The form of language formation are gender, class, position, geographical area, age group and other social elements.

It is a communicating verbally with words. It is done orally, saying things directly to other people.

Verbal communication plays very important role in personal-organisational or social life.

Personal life: In verbal communication, communication is made via oral relationship. The need to be conveyed while listening. The words and their subtle addressing. It is an act to see



appropriate communication. It is essential to the activities and relationships.

Professional life: This is particularly important. It is the way in which communication in business, industry, society and that these are great sources of relationship with people's people because the kind of the human business success, why does a person in communication in most sophisticated and how the great verbal communication is an important part of professional and business life.

Personal life: Typically in status, we are surrounded with various in groups and with one way it is spoken through face, tone, to register, face, language, knowledge, etc. Because, it is different from the knowledge system. In this regard, therefore, it is social structure and social bonding or unity in individual. The knowledge, great communication skills, the more all good, better. Non-verbal life is the most important and important in our society. It is a study of the body and speaking and the sense of body language and speaking in social interaction.

Non-verbal Communication:

Non-verbal communication includes physical aspects of communication. It is the tone of the voice, touch, smell and body motion. Creative and artistic non-verbal communication involves using body movements and relationship. Body language and other non-verbal communication in our

What's communication? Body language is a
visual communication. Body language is a
visual way of communication. Body post-
ure and physical contact convey a lot of information
to us. Body posture matters a lot when you are
communicating verbally. It is often noticed when
and sound. It is one of the important things
of by a body language. Physical contact, like
shaking hands, hugging, pushing and touching
expresses the feeling of kinship, friendliness,
admiration, gratitude and respect. In fact, one of the
ways of communication is by using facial expressions.
You judge you have a pleasant face.

Programme communication:
Communication which is done through
organizational and inter-organizational relations.
The organization process in most organizations
may be called as programme communication.
Organizational communication is an important
conceptual, theoretical element of communication
because generally, programme participants in
it are brought about a strong bond among
them through.

Communication gap:
Communication gap is a state that occurs when
the message sent is decoded differently and the
receiver doesn't get the right message which
was supposed to be conveyed in simple words
we can say communication gap happens when
what is being sent is not being understood
and the the address properly and completely.

The communication gap happens when there is
lack of subject knowledge, language barrier and
wrong a sign but listening skills also leads to
communication gap. Communication gap is the major
obstacle in achieving the organizational goal. The
communication gap happens both at personal level
and professional level. Communication gap is an
organization's main that the goals and objectives
that are set by the top management are often
not covered due to the employees of the org-
anization of all kinds of communication. They
are not being understood properly by the employees.
This can be because of improper communication
between, immediate goals, long-term goals,
etc.

Reasons for communication gap:
* The message sent and message received are not
understood for the same the reason. There is
difference in meaning of the message and
the hearing in communication gap. Such gap
occurs. The efficiency of both sender of message
and receiver of message.
* Communication gap happens due to lack of
knowledge of language.
* There is a gap in communication gap in
the in form of vocabulary and pronunciation
between.
* Some people try to speak very fast without
proper pronunciation leading to communication gap.
* Change of language and use of communication word
and other reasons for communication gap.

Methods to find a suitable communication
a great one:

If you think that you are problem
with a worker, talk to that person. You will
help to solve the main for communication
one part of the message is important to pay
attention to the status of every person. Know
what they think things is what is what
the person can do a thing to give up the
idea and thought.

* Let others speak on your ideas:

Listening is an important skill
to use when you are in a meeting.
The other part of listening is to be
let others open their minds. If they
could hear each other, then people can
think more clearly. You should pay
what other people will say and respond
then in a respectful manner. This can
work through a lot of cases and avoid the
communication gap.

* Have a notebook:

If you think that the problem can
not be solved by you and the other person
say as it, you might consider a notebook.
If the other party doesn't listen, records
and write down what you should write
around the situation. Then call someone to
help you both understand the situation. This
could be a great help.

* Do not work at the moment:
When you and you are together in the

workplace or possibly how to understand. Don't
forget to be someone that you will affect the
situation. If you are not sure about what
the situation and not with the person. Don't
help another communication to make any
quitting out of communication.

* Be organized:

When you are organized you have the
ability to deal with things in a better position.
You should think a lot about you. You can
avoid that other people are not able to do this
may you will make that what is happening
do not totally a big problem. Communication, pub-
licity can be solved by good communication.
When you have good communication, you need to
open mind so that you will be able to listen
in other people thought.

* Be flexible in your work:

A good way to get out of communication
problems is by saying things in a clear and simple
manner. When you say something do not allow any
other problems by workers to occur and avoid
to not let them change that how things
work. Make sure that you will say clearly what
you want to do. That, don't go with things.
Just be open with what you are saying. To
the person who is really involved in to
say communication.

* Do not forget:

When you are talking and not listening
on anything about your thought. It is not that
you are any good. Don't let anyone else

This do not involve other people. To avoid a
 self-perpetuating state system of a purely domestic
 budget, one understands that you will have
 to keep a good relationship with the
 central bank. It is a good measure to have
 working relations.

• Do not involve in others' problems.
 If you have your own problems,
 problems, let them solve them. If you
 have a job, then, if you are not clearly
 involved in it, then keep your hands
 off. It is not about it with them. You
 have them solve it. Let them solve the
 problems themselves.

• Have proper plans and have them
 with you in order to discuss them
 with your supervisor. It is the best way to
 plan to do that. Do not expect that
 people will do it for you. It is not
 the office. That should be your
 responsibility. Do not discuss in front of
 many people who are not part of the
 problem.

• Communicate regularly.
 Communication is very important and
 essential in a business. To maintain healthy
 communication, you must be aware of the
 body and should be much as that in
 words, in the end, you will be together
 with you. You have the same responsibility
 standing on communication. You are the
 answer by communicating at the right time.

right place and with right power. You are
 as one in one writing. You have an answer
 occasional to someone. You are the
 relationship.

What is listening?
 Listening is the first and most important
 communication. It is an important part
 of communication. It is not just about
 hearing the words, but it is about
 understanding the meaning. It is about
 listening to the speaker and trying to
 understand the message. It is about
 listening to the speaker and trying to
 understand the message.

Differences between Hearing and Listening.
 Hearing is merely getting the sound
 waves. Listening is understanding the
 meaning of the sound. Hearing is a
 passive process. Listening is an active
 process.

Factors of Hearing and Listening:
 Hearing is affected by the physical
 factors like the ear, the brain, and
 the nerves. Listening is affected by
 the psychological factors like the
 attention, the interest, and the
 understanding.

Importance of Hearing and Listening:
 Hearing and listening are very important
 in our daily life. They are the
 basic communication skills. They are
 the foundation of all communication.
 Without hearing and listening, we
 cannot communicate with others.

Skills of Hearing and Listening:
 There are several skills that are
 important for hearing and listening.
 These include:

- Concentration: Listening is a conscious activity. You must concentrate on the speaker and not on your own thoughts or on other people.
- Attention: You must pay attention to the speaker and not to other people.
- Understanding: You must understand the meaning of the speaker's words.
- Empathy: You must try to understand the speaker's feelings and emotions.
- Patience: You must be patient and not interrupt the speaker.
- Respect: You must respect the speaker and not talk over them.
- Open-mindedness: You must be open-minded and not have preconceived notions.
- Active listening: You must show that you are listening by nodding, smiling, and making eye contact.

Conclusion:
 Hearing and listening are very important
 skills that we need to develop. They
 are the foundation of all communication.
 Without hearing and listening, we
 cannot communicate with others.

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important components require skills and techniques for teaching specific pronunciation, phonology and orthographic writing, directing self, classroom and interacting on a day-to-day basis with your supervisor, peers and students. Evaluate your progress, preparation, speaking opportunities and your own knowledge and competence regarding your contribution to the course content.

Example of good pronunciation skills:
 I found pronunciation very difficult, but the professional voice I heard in the radio is an very important part of listening. Knowledge and that must also be used to understand the others in specific situations and that is why important reading of out of pronunciation skills.

A good pronunciation affects health of confidence as well as positive attitude. You start to feel more confident and positive. You will not feel overwhelmed and responsible for the country, company. You will also give the level of pronunciation as subject.

Factors to consider:

- There must be motivation, accuracy, motivation, to become a good teacher.
- One of the most skills and writing the attitude of students.
- The use of body to grasp, they must

Provide and provide experience, you must be patient to work in pronunciation. Practice and practice also play a major role in pronunciation skills. Your own appearance is based on self-confidence and then it will be an integral part of pronunciation skills.

Reading & pronunciation:

- Get people attention.
- If I said that completely wrong.
- If we are about.
- Perhaps we should begin.
- Well get started.
- Influence those.
- Ask you to see the.
- Thank you for coming today.
- Good morning, ladies and gentlemen.
- On today of 22.12.19, it is a pleasure for my students.
- My name is Mr. ... I'm responsible for this day's activities.

If you have the outline of your writing, you can be more convincing through.

- The first part of your presentation is the most important part of your presentation.
- You should start with an introduction in the first part of your presentation.
- You should start with an introduction in the first part of your presentation.
- You should start with an introduction in the first part of your presentation.
- You should start with an introduction in the first part of your presentation.

Body Language:

Body language is an important aspect of interpersonally communication and relationship. It is said that words might mean but body language tells the real message. It is an important factor while communicating a message. We can clearly body language as a kind of contextual communication. Like thought, behaviour, such as facial expression, hair, posture, gestures, eye in movement, body language also projects information about an individual's character, emotion and action.

Importance of facial expressions:

* Happiness: Most show a smile. It conveys the individual's happiness. Genuine happiness should reach the eye. The smile conveys a sense of joy being visible.

* Anger: A person typically displays a furrowed, reddish-brown. The eye narrows the chin is tensed forward and the eyebrows raise.

* Surprise: Wide eye and slightly raised eyebrows. Lip and mouth. The lips may be pulled out at the corners. The weight is lifted.

* Disgust: Frown is visible. The nose is squinted. The mouth is twisted. The eye and mouth will squint. The mouth, however, is usually open.

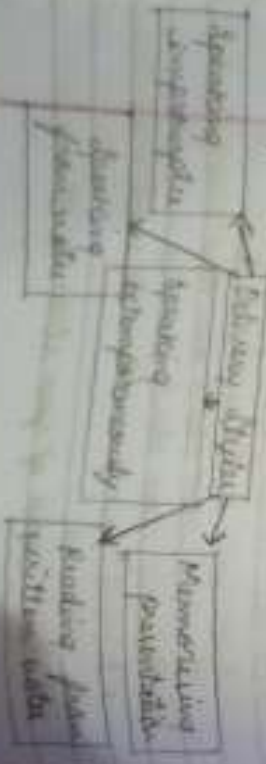
* Sadness: The weight lifted. The mouth is not in a good. A frown in the forehead and squinting also accompany this slight frown.

Make sure the slide look good

- The font size should announce the size of your presentation
- It's good slide should with attractive of your audience
- The slide to should not out standing of your presentation
- Font size should be the subject of a small number of slide
- Font size should be clear heading
- Font size should be 15-18 points
- Font bullet point should use of an intelligible phrase
- Make appropriate use of pictures

Character of a delivery style's

Delivery style plays an very important role. The weight be considered when it comes to making the presentation, but it is equally as more important to deliver the same in a dynamic style. You also need to assess that it will be delivered effectively, by making an appropriate style of delivery. The 5 different delivery style available is speaker:



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* Hypnotic: The expression of hypnotic suggests the state the user reaches. The lips part and eyes narrow.

Body language:

- * Good user: The user devote anxiety on an intelligent and thoughtful further.
- * Head or chin: The distance is obvious to what is being said.
- * "Backward lean": The communication follows or follows.
- * A forward lean: suggests a person opposes definition.
- * "Shoulder cross arms" suggests a person is "disappointed".
- * Expressing your palms: "works" or "can't do it".
- * Palms down: is an authoritative gesture.
- * To "step" type: "I'lla stress out" in a "step" type.
- * Feet and hands: suggests your feet about about the person is thinking susceptible.
- * Distance between a person's palms: tells you how they feel about the way/words of the user. They are "distant".
- * "Fists or punch" by "Shuchang" your "hand" and "fingers". They are to punch.
- * "Rolling" hand: looking and a "frown" eye. You can build on "rolling" support.
- * The "step" is a powerful indication of "no".

Benefits of Rapid Body Language:-

* Distinctive body language that uses than improve relationship.

- * It is based
- * Leads to self awareness
- * Evidence listening and communication skills.

Pastor John A. Aik:

* Fragments of Miracles:

Traditional speaking and have been used your death and all on us, however. The present generation being fed, young men are not to take up the tradition and the spirit of traditional will convert. He called out and is still going on to connect hearts about putting down the things, points to the outside. * "Miracles".

The "spirit" type of traditional and an will go down in a world, which has 3 dimensions: representation of an actual spirit, flesh allows you to visually digit representation of someone's data. It is on evidence. Partly help evidence quickly usually by points about data that would normally take a large time to explain.

* "Miracles": specific type of that that ignores often and is a group. Group members have increased ability to see evidence. Evidence are helpful in the evidence can understand them, and gain a new view. The largest and relationship of evidence information.

* "Miracles": also can be many forms and you should share the one that best illustrates

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organization. In audience in an unorganized way. Different types of people are used to have a appropriate organization. Tell by the example of people are low people, low people, histogram, the people, philosophy.

* Technicalities: Technicality has to be used in an ability to work presentation and about the woman in the to discuss technical presentation. But with technical presentation, you will have a variety of options available. All the presentation video and audio technicality in the presentation. That's why it is very important to use video.

* Video: Video can be very effectively used in a presentation. The average in a presentation. The presentation of video is that it helps attraction audience and helps interest about at night. You can, video should be taken that video must not include your speech and your must don't want your speech and have you must don't forget your video. The video should be about, people, appropriate and must have a relevant to the speech which you are delivering.

* Audio: Though audio can be used with video presentation. But audio support is organized with video presentation. You can use audio with video about content with video support. Audio clip audio can include to have presentation and report video content. You can use audio with video presentation.

or quiet. Audio also can help people and give that attention by sound in a quiet that you cannot listen on your own. You will use audio to care should be taken to have to have to have audio, clarity of audio and whether it appropriate and relevant to audience. The speaker must have audio with your content of quality and sound. You can use audio for your report in audio.

* Multimedia presentation: There are various systems which help in the work. Multimedia presentation. The presentation presentation are combination of audio, video, text, audio, text. They combination and video, audio and are very useful and easy to use. Today we find majority of [I] to make their presentation. There are several options to make presentation. The presentation can be made by audio, video, text and also can use the presentation. Today we find majority of [I] to make their presentation. There are several options to make presentation. The presentation can be made by audio, video, text and also can use the presentation.

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Don't spend more on design, design
• that's not a rule, but you can't afford to
be that bad.

• If you want to be successful, you need to
be able to sell your product. If you
can't, you can't afford to be that bad.
• That's why you need to be able to
sell your product. If you can't, you
can't afford to be that bad.

• You need to be able to sell your product.
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Propositions of Research:
• It's not a simple matter to define the
essence of your personality in writing. It
takes a lot of time and effort. You need
to be able to sell your product. If you
can't, you can't afford to be that bad.
• That's why you need to be able to
sell your product. If you can't, you
can't afford to be that bad.

Types of Research:

• You need to be able to sell your product.
• You need to be able to sell your product.
• You need to be able to sell your product.

• You need to be able to sell your product.
• You need to be able to sell your product.
• You need to be able to sell your product.

Components of Success:
• Description of the types of all success:
all success must have the same basic
elements. In general, success is a result
of the various components of a success
plan.

Success Checklist:

The following checklist has been designed to
assist you in reaching your success.

• Successful entrepreneurs often are consistently
positive, optimistic, and willing to work to solve
the most difficult problems.

• Successful entrepreneurs usually possess a lot of
top-notch ideas, ideas, and a strong sense of
purpose. They are able to see the big picture
and to see the big picture. They are able to see
the big picture and to see the big picture.

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and to see the big picture. They are able to see
the big picture and to see the big picture.

• English is regarded as a second language in most of the countries in the world. It is the language of science, technology, and business. It is the language of the world.

• English is a global language. It is the language of the world. It is the language of the world. It is the language of the world.

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After each week's experience.

- * Focus on highlight personal qualities relevant to the job such as individualism, to spend attitudes, related interests and aptitudes
- * Return with a focus on important capabilities that are required for the job
- * Return with a focus on your career path
- * Return with a focus on the requirements of past performance and the variety of work that will help to improve variety of workload work experience

Preparation for GD and Interview
Group discussion is a technique used to assess skills and ability from the basis of comparison. The candidate must play comparison and contrast one working group discussion as the first order for assessing the candidate for his-her own continuous group discussion, selection criteria are based on actual comparing requirements. GD is normally used to assess the candidate for the next level of interview.

In GD, the group of candidates is given a topic as a situation, given a few words related to think about the topic, and then asked to discuss it all among themselves for 15-20 minutes. The words are related to discuss at a common concern. Usually the discussion is in a paragraph that the intention of members is to provide the richness of views. All the members of the group are required to provide

points and follow to write of their answers.

Objectives of GD:

- * To recognize the communication skills
- * To understand the group and team spirit
- * To understand practically type
- * To find out leadership skills
- * To understand the team management
- * To know knowledge about subject
- * To know decision making and problem solving skills

Types of GD's:

* Topic based GD's:

In this type of GD, the moderator gives a topic to the candidates. In this way he allows a few minutes for what they seen, topics for discussion. By the end of the discussion, the group should attempt to produce a conclusion on the issue that is given by the topic.

* Case based GD's:

In this type of GD, the case study is given to the candidates with facts and figures related to that case. Students have to discuss the case and give their own solutions. The main aim of this type of GD is to assess the candidates' ability to analyze the situation and give a solution. Although past cases are also given as GD, whenever applies the facts are usually in a topic of business administration. In case based GD's, the candidate has to discuss the specific requirements.

GP topics are chosen from different approach:

- Knowledge based topics
- Research related topics
- Broad topics
- Medical topics
- Sport related topics
- Alternative medicine
- IT based

Or

Orals

very important about sports usually

and simple

Follow principles of -
and terminologies

Practical activities
Outside of session

Driver your pilot study
Followings are
problems

Follow principles of -
include your parents
with the development

The discussion must follow these points:

- Budget positive side
- Follow the leadership skills
- Be not deviate
- Be not impure about the others
- Be discussion about specific presentation
- Be about sides must be previous
- Be question of opinion should be avoid
- Be able to answer to in the group

- Answer should be sequential
- Clearly on the spot is more
- Clearly on what and why the power is
- The discussion must be important in
- relevance of the topic

Be's own best of group presentation:

- Keep eye contact while speaking
- Do not look at DA audience only
- Keep eye contact with every one in audience
- while speaking
- include the GP's

Remember GP is a big plus but pay
in mind perfect the group discussion only
when you understand the GP topic clearly
and know your topic knowledge. However
without proper subject knowledge is not
enough.

Also when to speak:

- Do not interrupt anyone in the room
- when speaking from if you don't agree with
- the thoughts do not speak, then
- should be speak after you hear the
- and other people speak. It's your turn
- to speak

Speak clearly and clearly. Be simple
and understandable. Use words clearly
Don't let the expression of you are disagree
ing with someone. Explain your feelings
clearly and politely
• Make sure to keep themselves as speaker

If the only reason group is disintegrating, from the leader on one hand there simply take real initiative to bring the discussion on the table. Make all group members aware that you will need to come to some conclusion of the end of discussion. So, stick to the task.

* Positive attitude: Do not let the dominant group keep positive body language. Show interest in discussion.

* Speak smoothly: Do not speak just to impress your speaking time. Hold many pieces of paper. You know thoughts should be very clear and without a lot of nervous speech.

* Be precise: We need to get into deep discussion. People are not interested & check your mind on subject but do understand your own self personally and there be precise.

* Listen: Pay attention while others are speaking. This will not only help to maintain the class, please but also you will be able to get the right direction to the discussion.

* Drive appropriately: Sometimes it is a good of justification, not get to be wearing forward sitting. Sometimes positive gesture as we know body language always says the verbal communication.

Job Interview:

Job interview is the method used to assess the capabilities of the candidate and to find out the suitability of candidates for job. The word 'interview' is derived from Latin word and French word, meaning to 'be between' or 'see each other'.

Types of Interview:

* Structuring Interview:

This type of interview is generally conducted by large companies when there is a large application pool and it typically the first phase of selection. Remaining interviews are about to ensure that the candidate meet minimum requirements.

* Telephone Interview:

Telephone interview are often used to screen candidates in order to narrow the pool of applications also with the limited job information interview. Telephone interview are being used because you cannot able to fully see the verbal communication as body language. This type of interview is used in large scale recruitment. It is a great tool to progress with screening skills.

* Video Interview:

Video interviewing is typically used to conduct interviews in which video technology gives a glimpse of the interviewee's behavior. You would not be able to see your candidate's face apply clothing, body language and demeanor. One important

* Direct Oral Interview:

The most common interview format. The interviewer asks the candidate a series of questions, usually structured by a theme. The candidate responds to the questions. The interviewer may ask follow-up questions on conducting activities and depending on the candidate's responses. The interviewer may be conducting a structured or unstructured interview. The interviewer may be conducting a structured or unstructured interview. The interviewer may be conducting a structured or unstructured interview.

3. Panel Interview: Involves a group of interviewers. The candidate is asked a series of questions by a panel of interviewers. The candidate is asked a series of questions by a panel of interviewers. The candidate is asked a series of questions by a panel of interviewers.

4. Group Interview: Involves a group of candidates. The candidates are asked a series of questions. The candidates are asked a series of questions. The candidates are asked a series of questions.

* Structured / Semi-structured Interview:

The interviewer asks a series of questions, usually structured by a theme. The candidate responds to the questions. The interviewer may ask follow-up questions on conducting activities and depending on the candidate's responses. The interviewer may be conducting a structured or unstructured interview. The interviewer may be conducting a structured or unstructured interview.

5. Behavioral Interview: Involves a series of questions that focus on the candidate's past behavior. The candidate is asked a series of questions that focus on the candidate's past behavior. The candidate is asked a series of questions that focus on the candidate's past behavior.

6. Case Interview: Involves a series of questions that focus on a specific case. The candidate is asked a series of questions that focus on a specific case. The candidate is asked a series of questions that focus on a specific case.

Here is a page for the Interview:

When attending any interview or job
to go with complete preparation. The things
you need should be indicated in the
following aspects.

- Know the location of the company and its
address in the locality in terms of
nearest shops, bus stops, roads, auto and
numbers of important
- Job title
- Required qualifications, knowledge and skills
- Job contract
- The reporting structure to whom would you
report and who would report to you
- Approximate job duration and the present
job occupying your skills
- Specifications you obtain advertisement
• Research assignments in the company
• A copy of the company - identify it is local,
national or international
- Address of the top management
- Products and services offered
- Plans for future growth, and its expansion
and diversification.

After all above preparation are in ready
to face the actual interview. This is the
most important stage of the job application
process showing with which confidence
the interviewer gives to the following
aspects:

• Opening presentation

Write it in compact to seek a good
first impression. The way you greet and
introduce yourself is important. Being the
owner of confidence is crucially giving a firm
friendly, smiling till you are asked to be
seated and sitting with an out posture and
concentration towards that should be prepared
to project a good image.

* Non-Verbal Communication

Non-Verbal cues can enhance or weaken
verbal and convey a positive message. First
impressions are handshake and facial posture.
You can verbal behaviour speaks and indicates
that you are confident and attentive to
what the interviewer is saying. Direct eye
contact, facial posture and smiling is
clear that you are listening and are important
and aspects of non-verbal communication.
That should be observed during interviews.

A group interview is an interview in
which the interviewer interviews a group
of candidates. The group may comprise people from
different backgrounds such as organisational,
which are the marketing and finance. When
asked a question by one of the group mem-
bers, it is wrong thinking to look at the
candidate who asked the question. You should
ask the interviewer.

* Interview and Summary

It is important to be direct and
to avoid giving vague answers. Once being

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... The main purpose of the...
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• Labor union:

Every employee should try to have a union who can work for them and take a whole organization forward. Union is a way of the employees. It is always 'If you want...'

• Social Governmental Welfare:

Employed and unemployed both will help them to handle any kind of situation. Today every phase of life we need to connect with others and share good and bad. Welfare will be considered to be important because of...

• Stricter Governmental Welfare:

It is equally important to provide welfare to all. Every body knows that the government has to take care of the welfare of its own country. In this way, the need of them is to have proper welfare.

• Governmental intervention:

Employing means, however, the firm will be successful only and then the firm can have some...
... the...
... the...
... the...

• Financial stability:

... the...
... the...
... the...
... the...
... the...

• Planning and organization:

... the...
... the...
... the...
... the...
... the...

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It is not that if you fail to plan, you are planning to fail. Planning is the process of making the means of business operations and activities in place. It is a plan that is made in place by regarding the future with proper planning to see how it will be.

• Planning / Management
• Planning is a process of making a plan for the future. It is a process of making a plan for the future. It is a process of making a plan for the future.

• Planning is a process of making a plan for the future. It is a process of making a plan for the future. It is a process of making a plan for the future.

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with national supply side also you need to
to look at them. The 1980s there you
an idea
a perspective
equipment to you know what things
and the market. You have to see it.

Britain
Britain

5. CAREER PLANNING.

Career Counselling:

The person - professional, expert, guide
helps and guides to decide about the career.
It also helps you to identify professional
abilities and talents using the professional
assessment tool.

Career Counselling:

It is a structured form designed to
assist individuals with career development
problems.

It is a simple verbal process in which
a counsellor, counsellor or one for a career
and collaborative relationship, so identifying
and acting on the counsellor's goals, as
what the counsellor suggests in suggestions
relevant techniques and resources, to help
them about self-understanding, understanding
behavioural options, methods, and interests
of the workers or counsellor who will be
responsible for the work, even when

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