



Role of Communication Skills in Personality Development

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ABSTRACT

Communication plays a vital part in building up a strong relationship across the world, either in professional field or in personal. It is an essential pillar for people in sharing the ideas, feelings, emotions, delegating responsibilities, management of a team or personal work, building up a healthy relationship, etc. Effective communication is necessary for everyone in the planning, organizing, leading and controlling every kind of work. Communication skills can be defined as the skills used in practical life, whereby a person conveys ideas, concepts, or information to others. Another person, in turn, responds to that message according to his understanding of it. Communication skills play a major role in promoting the individual, whether when applying for a job, qualifying for a specific program that depends on competition between him and others, entering one of the elections, proposing to a girl, or sending a meaningful message, etc. Personality development is perceived only as training towards improving ones' outlooks. This is a void statement and it is must to realize that personality development is a quite broader topic and it includes how one-self can educate them to have clean and neat social personality with grace and groom. It also instructs them to enhance one's communication and interpersonal skills. Objectives of life without these important skills will be futile to head towards success.

Communication Meaning

The English word 'communication' is derived from the Latin communis, which means common sense. The word communication means sharing the same ideas. In other words, the transmission and interaction of facts, ideas, opinions, feelings or attitudes. Communication is the essence of management. The basic function of

management (planning, organising, staffing, supervision and management) cannot be done effectively without effective communication. Communication is a two-way process which involves transferring of information or messages from one person or group to another. This process goes on and includes a minimum of one sender and receiver to pass on the messages. These messages can either be any ideas, imagination, emotions, or thoughts.

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Meaning of personality

Personality refers to an individual's characteristics, style, behavior, mindset, attitude, his very own special way of perceiving matters and seeing the world. Genetic factors, family backgrounds, assorted cultures, environment, current conditions play a critical part in personality development. The way you behave with others displays your personality. A person with an alluring character is preferred and revered by all.

Significance of Personality Development

It is essential to understand that, pleasing personality is admiring, but this thought is not readily accepted by most of the individuals. Personality development is perceived only as training towards improving ones' outlooks. This is a void statement and it is must to realize that personality development is a quite broader topic and it includes how one-self can educate them to have



clean and neat social personality with grace and groom. It also instructs them to enhance one's communication and interpersonal skills. Objectives of life without these important skills will be futile to head towards success. Benefits of personality development include the following keys:

1. Self-Confidence
2. Credibility
3. Leadership qualities
4. Interpersonal skills Curiosity
5. Communication skills

Self-Confidence

Self-confidence is an important trait required to face success in our lives. Although many of us still find it difficult to hold the trait within and this vicious cycle of lacking confidence may lead to keep us distant from our desires. Confident people admire the characters in others: their chiefs, their friends, their family and their peers.

Credibility

Credibility in the current modern era is one of the noticeable personas. Most of us decide an individual by their outlooks and their attire. Over-aggressiveness simply doesn't work in most of the official environments other-way, Passiveness too will not work, always find the middle ground to show credibility to your peers.

Interpersonal skills

Interpersonal skills are skills performed everyday which includes interaction with other people, both individually and in groups. People with strong interpersonal skills are successful in their professional and personal lives. Interpersonal skills are more centred on communication, listening, questioning and understanding body language.

Leadership qualities

Personality development encourages leading and motivating others towards achievement. A good leader will motivate their group in a positive way to reach success. This quality is a goal-oriented one which helps a person to achieve their ambitions. It will make them work hard lumps in achieving their goals. A leader should keep a vision and equal perspective on all humans

Communication skills

Most important trait despite other skill is being able to communicate our thoughts and feelings to others. Communication is defined as sharing the information from one place to the other either vocally, written, visually or non-verbally. Information transmittance must be clear and understandable to make the listening group or individual more interactive. Communication skills

are the abilities you use when giving and receiving different types of information.

Communication skills can be defined as the skills used in practical life, whereby a person conveys ideas, concepts, or information to others. Another person, in turn, responds to that message according to his understanding of it. Communication skills play a major role in promoting the individual, whether when applying for a job, qualifying for a specific program that depends on competition between him and others, entering one of the elections, proposing to a girl, or sending a meaningful message, etc.

Types of communication skills

Reading, writing, speaking, and listening are the four types of Communication skills, all these skills have a vital role in the personality development of a person.

- Listening – semantic aspect of a language (the study of the meaning of words, phrases and sentences)
 - Speaking – phonetic aspect of a language. (phonemes (sound categories that convey meaning) and phones (sound categories that do not necessarily convey meaning).)
 - Reading – phonetic-cum-graphic aspect. (spelling and pronunciation of words. The Graphic aspect is the written form of a language)
 - Writing – graphic aspect of a language
- Communication skills play an important role in the all-around development of an individual.

Significance of personality development and communication skills

1. Power of Human Being
2. Gives confidence
3. Improves communication skills
4. Helps to develop a positive attitude
5. Makes more credible
6. Gain in knowledge
7. Dress smartly
8. Encourage to interact with others
9. Enhance the capacity to lead and motivate others (Arnika Dubey, 2019)

Importance of Communication Skills in Life

Communication skills play an important role in the all-around development of an individual. Human communication is one of the most important aspects of life. It is an effective means of development adopted between individuals and groups alike.

1. Communication skills are the abilities that are used when giving and receiving information in its various forms, which enable a person to pass



information to other people and to understand what is said to him.

2. Communication skills have become one of the basic requirements for personal and institutional development.

3. Well-developed communication skills are essential for a child's academic success and successful future career. At all levels of education, students should be able to communicate effectively.

4. Communication skills are an essential leadership function and a major characteristic of a good leader.

5. Communication skills and effective leadership styles are closely intertwined. Lack of communication skills can make team members uncomfortable and unenthusiastic about their work while good communication skills help a team work together to achieve the desired goals.

6. Having strong communication skills helps in all aspects of life, from people's professional lives to the transition to their personal lives, and everything that falls in between. All life transactions result from communication.

7. Communication skills help achieve the goals planned in advance, provide a clear-cut vision about those goals, and achieve good preparation for them in an appropriate environment.

8. Communication skills are of the utmost importance when providing health care services. Effective communication is bidirectional between patients and healthcare systems.

9. Communication skills can enable patients and their family members to participate as full partners in their care and are proven to improve adherence to treatment and self-management.

10. When you are interviewing for a job, the hiring manager may ask you about communication skills. The ability to communicate effectively with superiors, colleagues and employees is essential, regardless of the industry in which you work.

11. Communication skills are also very important in business. They can help foster a good working relationship between you and your employees, which in turn can improve morale and efficiency.

12. Communication skills help you develop meaningful relationships with subordinates, change their attitudes, raise their spirits, and seek their cooperation.

How to improve communication skills

With experience and practice, you can learn and enhance your communication skills. Start by identifying your strengths, weakness and then practice and develop those areas.

1. Make communication a priority. Take classes, read books, magazine articles or gain from effective communicators around you. Look for a tutor or mentor.

2. Take time to respond. After you've listened and understood take time to "draft" in your head what you want to say.

3. Make sure you are understood. Don't blame the other persons for not understanding. Rather, search for approaches to explain what you are attempting to state so that it tends to be comprehensible.

4. Develop your listening skills, too. The best communicators are almost always the best listeners. Listening without judgment one should not be unfocussed and then rationally think about what you want to say. Then, respond, not react.

5. Body language is important. Studies show that 60-65% of all communication is non-verbal. Watch for visual signs so that your audience comprehends, help not contradicting your message. One should be categorically aware that his or her body is sending signals, as well.

6. Maintain eye contact. One should be very careful about his eye contact with the audiences to maintain credibility and to keep the audience into one's own periphery.

7. Respect your audience. Perceiving your message isn't just about you or what you need. You should sincerely care about the needs and the unique perspectives of those to whom you are communicating. Perhaps the most ideal approaches to show your regard is essentially by focusing on what they state. (Sujan Sarkar, 2020)

REVIEW OF LITERATURE

Dubey (2019) concluded that every university should evolve value-added activities in a curriculum which contribute toward achieving goals and objectives. Student should focus on improving skills, academic maturity, communication skills, maintaining a relationship with skills, integrity and good involvement of behavior, etc. The educational system should be made by covering these important aspects of students like the value-added course, skill development, personality development, stress management, academic, and placement. Empower the staff and the faculty so that the university's ambiance will be cooperative endeavor, harmony, receptive forever and mutual respect. Learning new things and personal growth through these types of activities, seminars, networking, Course can significantly bring a person closer to their personality and career growth.



Courland et al. (2019) concluded that effective communication leads to a better personality and a dynamic personality makes communicates effectively. Both these factors are circuitously inter-dependent. These factors prepare us to be a better persona with charisma and social skills. Communication can help us grasping any kind of hard circumstances and any kind of person. Developing our own personality helps us to gain our acceptance and attain a better position in life. Both these factors help us in leading a victorious and stress-free life.

Jyothi Gosala (2019) Personality Development should start early in a student's life which is a true reflection of their inner being. It can be defined as a set of traits that shape the inner and outer being in a person with organised pattern of behaviour that makes a person distinctive. Character, behavior, attitude and environment are some of the qualities that shape an individual's persona. It helps gain confidence, self-esteem, positive impact on one's communication skills and the way one sees the world. Students should develop an outgoing and impressive personality that will enhance the quality of learning.

Sarkar (2020) emphasized that personality involves a person's characteristics, behaviour, posture, way of life style, attitude, dressing, facial expression and the path through which see the world of different things. It also involves your mindset as well. Different factors contribute in forming one's character are family foundation, hereditary qualities, societies, current circumstance, environmental conditions etc.

Kumar(2022) studied that the personality development is about building our capacities, nurturing our talent, enhancing new skill sets, working on our weaknesses, and transforming them into strengths. We, as an individual, have unique skill sets. our potential is multi-faceted, and investing in personality development enables us to harness our strengths. Focusing on individual personality development adds to our capabilities and helps our dreams and aspirations turn into a reality. To be a more charismatic person, we have to develop our inner self as well as our outer self. The importance of personality development is undisputed in personal and professional life.

CONCLUSION

Individuals with superb conversation capabilities can without difficulty communicate with different people around be it their fellow workers, peers, household, and so on. Effective communication capabilities strengthen the bond

with individuals. It is additionally stated to enhance interpersonal relationships with different people. Careful selection of phrases is fundamental for better and effective communication skills. You truly want to understand what you are speaking. You by no means understand what may damage the different person. Never even assume of being rude to anyone.

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