



“Good life planning must have a direct relationship with your dreams and the future you want to conquer, it is through these that we define and organize our goals and objectives to direct our actions to their realization.”

Cavaletti



sociability

TIPS FOR A BETTER
COEXISTENCE IN THE
PROFESSIONAL
ENVIRONMENT

We are in constant interaction with other people, whether at home, in the work environment, in studies or even in the social environment. Social Skill is a set of skills that we learn throughout life, but that often need to be developed according to each one's needs. It can be recognized by our ability to make friends, demonstrate empathy, assertiveness in communication, civility, self-control, among other characteristics.

Every human being is unique and has both positive and negative characteristics. Because we are different, not everything that belongs to the other will please me, because of this it is important to develop and apply some points in our daily lives, whether at work or at home, so we will be able to have more positive relationships.

Some Social Skills

1 Communicative skills:

It's the ability to know how to talk, ask questions when necessary, answer questions or give a simple compliment.

2 Civility Skills:

It means respecting others, giving thanks, good manners, etc.

3 Assertive Skills:

Talk in a balanced way, know how to receive criticism and recognize mistakes.

4 Work Skills:

Working as a team, passing on knowledge, resisting the fear of public speaking, solving problems and proposing solutions.

5 Empathic Skills:

Empathy is having the ability to put yourself in the other's shoes to recognize their needs and feelings.

These are some of the social skills that exist and not all people have them in a developed way. It's important to look and realize which ones you have or need to improve, only in this way can we develop them.

In addition, the People Management Department is prepared to help with good relations with people, to develop and improve the social skills of its employees, always being available to assist you.

One way for you to train and develop your Social Skills in your daily life is:

- ✓ LISTEN MORE
- ✓ BE MORE POSITIVE
- ✓ DON'T JUDGE
- ✓ BE EMPATHIC
- ✓ RESPECT THE DIFFERENCES
- ✓ BE PATIENT
- ✓ DON'T INTRIGUE/GOSSIP
- ✓ SEE THE POSITIVE SIDE OF PEOPLE
- ✓ TEACH MORE



**GET USED TO
THIS ROUTINE,
SEE THEM AS
DAILY HABITS AND
PRACTICE
WHENEVER POSSIBLE.**

