

Communication Skills for Entrepreneurship Development

Communication is a very important skill for business leaders. Besides all the other skills like marketing, sales, accounting and operations, it's also important to focus on this vital skill. Investing in good training programs, seminars, or a master coach can be very rewarding on the long term.

1. **Writing:** One need to be skillful enough written communication e.g., project formulation techniques, professional communication, sending emails etc.
2. **Speaking:** Clarity of voice, necessary pause after each speech, choice of words etc. need to taken care wisely while communication in order to persuade the other party.
3. **Listening:** patience listening is another key communication skill, it helps to understand motive of the other person, analyse the situation of the other party and helps to put forward your opinion to others
4. **Presentation style:** while presenting your ideas before a group of delegates can push you towards achieve your target, if you can create a clear picture about your vision, mission, and goal with effective illustrations, charts, graphs, data and figures.
5. **Body language:** It includes gesture, posture, eye contact etc. for a good speaker one need to taken care of his/her body language because it helps you to seek the attention of your audience.
6. **Networking:** In the competitive world of business, to become a successful individual one must create strong networking with professional of the same field to help seek guidance, gives acquaint with fellow entrepreneurs.

Developing organizational skill

1. Time management:
2. The ability to plan
3. Scheduling
4. Resources organization
5. Delegation
6. Priorities management
7. Cooperation skills
8. Setting targets and goals
9. Maintaining efficiency
10. Clear communication
11. Self-care

Developing Managerial skills:

1. **Planning:** it includes determination of objectives, setting rules and procedures, determining projects, setting procedures, policies and strategies, budgeting, etc.

2. **Organizing:** organizing involves divided work into different parts, grouping these activities in the form of positions, grouping of various positions into departments, assigning such positions to the managers and delegating authorities to each manager to accomplish the work.
3. **Staffing:** It includes manpower planning and manpower management.
4. **Directing:** It concerned with guiding, teaching, stimulating and actuating the members to work efficiently.
5. **Controlling:** control is the process of checking to determine whether or not, proper progress is being made towards the objectives and goals and acting if necessary, to correct any deviations