

The Role of Interpersonal Communication Skills in Human Resource and Management

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Abstract: *Interpersonal communication skills have become the need of the hour in the current scenario. Individuals must be adept at getting their point across without offending or hurting anyone. Organizations seek those individuals who possess technical and interpersonal communication skills for all the business requires their employees to communicate within the organization and outside the organizations to carry out various functions related to the job. This study illustrates the key interpersonal communication skills and their role in the human resource and management area. The methodology adopted was a qualitative survey consisting of open and close - ended questions. The findings suggested that the domains of HR and management have similar interpersonal communication skills. The current curriculum in educational institutions is not at par with the needs of the students. Thus, it needs to be revised to include courses on IPCS.*

Keywords: Interpersonal communication skills; Human resources; Management; ESL; EFL.

1. Introduction

Earlier, organizations relied on their employees' technical skills for success. Nevertheless, since the digitalization of the workplace, employees' communication skills have become a deciding factor for an organization's success. This is because the functioning of an organization involves dealing with its human resources and managing them effectively to carry out various tasks associated with consumers, which depends on communication at various levels: interpersonal level, group level, mass level.

Communication is an active process taking place around us all the time. We spend approximately 70% of our time communicating (sharing and receiving information) through various means.

The word "communication" originated from two Latin words, "communicare" and "communis," meaning "to impart," "to participate," "to share," or "to make common." The sense of sharing is inbuilt in the very beginning and meaning of "communication."

According to Keith Davis, "Communication is a process of passing information and understanding from one person to another."

According to William Newman and Charles Summer, "Communication is an exchange of ideas, facts, opinions or emotions of two or more persons."

According to Peter Little, "Communication is a process by which information is transmitted between individuals or organizations to understand response results."

The definitions given above imply that communication is a two - way process. The key elements involved in communication are - sender, message, medium, channel, response, and feedback. However, these elements would not suffice completely. Cooperation and understanding between

the sender and receiver should be present for effective communication.

"Communication is not just about the words you use, but also your manner of speech, body language, and above all, the effectiveness with which you listen. To communicate effectively, it is important to take into account culture and context" (DPES, 2005: 6). For work and career, technical skills and a related professional degree are crucial for eligibility. Although, as indicated by recent studies and research, interpersonal communication skills (IPCS) have become essential for achieving and maintaining success in congruence with the current digitalized and globalized world. Employers actively seek out and hire individuals who not only have the required technical and professional qualifications but are also equipped with good interpersonal skills. Thus, preference is given to qualified candidates with good interpersonal communication skills.

Interpersonal communication skills are those verbal and non - verbal skills through which individuals communicate their message to the other party. IPCS is essential for maintaining healthy interpersonal relationships and the smooth functioning of an organization. That is why the human resources and management department (directly involved in interactions with individuals inside and outside the organization) must be proficient in IPCS. This is because there are always issues and conflicts emerging in the workplace between employees. Often, the employees face problems with the company's management, and as a result, leave the organization. All of these issues are related to the lack of proper communication and treatment of employees. This is where the role of IPCS comes into play in the HR and management department. IPCS makes a positive impact on employee output and better conflict resolution.

The objectives of this research on 'The Role of Interpersonal Communication Skills' were as follows:

- 1) What is the role of IPCS?
- 2) Role of IPCS in HR
- 3) Role of IPCS in Management

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