

## Basic skills required for GD updated on Jan 2025

### Group discussion Basic Tips

Many companies conduct group discussion after the written test so as to check on your interactive skills and how good you are at communicating with other people. The GD is to check how you behave, participate and contribute in a group, how much importance do you give to the group objective as well as your own, how well do you listen to viewpoints of others and how open-minded are you in accepting views contrary to your own. The aspects which make up a GD are verbal communication, non-verbal behavior, and conformation to norms, decision-making ability and cooperation. You should try to be as true as possible to these aspects.

#### Basic skills required in GD

- ◆ Communication Skills
- ◆ Interpersonal Skills
- ◆ Leadership Skills
- ◆ Motivational Skills
- ◆ Team Building Skills
- ◆ Tolerance
- ◆ Clarity over Ambiguity
- ◆ Divergent Thinking
- ◆ Listening skills
- ◆ Presentation Skills
- ◆ Analytical / Logical skills

### Importance of communication skills in GD

The participating candidates will be assessed in terms of clarity of thought, expression and aptness of language. One key aspect is listening. It indicates a willingness to accommodate others' views.

Example: To be able to use simple language and explain concepts clearly so that it is easily understood by all. You actually get negative marks for using esoteric jargons in an attempt to show-off your knowledge.

Communication skills are extremely essential in today's competitive environment. A good communicator should be able to receive information as sent.

Good Communication skill help to: clearly express and exchange your ideas, avoid misunderstandings, can grab attention of evaluators, It helps to negotiate on various issues in a group discussion, avoid professional glitches in a team discussion and its also show you are an active listener. It can show that you are stable, level headed, confident and quite well aware of the arguments. Communication skill is not just about speaking fluently in English. It's about being confident and the right attitude.

### **Importance of Interpersonal skill in GD**

Is reflected in the ability of the individual to interact with other members of the group in a brief situation. Emotional maturity and balance promotes good interpersonal relationships. The person has to be more people centric and less self-centered.

Example: To remain cool even when someone provokes you with personal comment, ability to remain objective, ability to empathize, non-threatening and more of a team player.

### **Importance of Leadership skill in GD**

Ability to take leadership roles and ability to lead, inspire and carry the team along to help them achieve group's objectives.

Example: To be able to initiate the group discussion, or to be able to guide the group especially when the discussion begins losing relevance or try to encourage all members to participate in the discussion.

### **Importance of Analytical skill in GD**

Ability to analyze and persuade others to see the problem from multiple perspectives without hurting the group members.

Example: While appreciating someone else's point of view, you should be able to effectively communicate your view without overtly hurting the other person.

### **Importance of Problem-solving skill in GD**

Ability to come out with divergent and offbeat solutions and use one's own creativity.

Example: While thinking of solutions, don't be afraid to think of novel solutions. This is a high- risk high-return strategy.

### **Importance of listening skill in GD**

Hearing does not involve any understanding.

Active listening is an essential skill for a presenter. Active listening is acquired with attention and understanding ideas and facts.

- Listening in a group discussion helps to give new ideas.
- Listening helps to not jump to conclusions.
- Good listening will avoid aggression because you know what the other person says.
- Listening will help learn something new.
- Listening in a group motivates the environment.
- Good listening skills in a group discussion can help you notice flaws in what others speak.
- Listening will help you comprehend what the other team member speaks even if the topic is not well known.
- Listening keeps you aware and alert.

- If you listen, team mates in the group will listen to you.

### **Importance of Presentation skill in GD**

- Presentation are an effective way to communicate to large number of people at the same skill
- So it is no just about communicating information, but more importantly, to have presentation skill you should be able to create interest and excitement in your subject with trust and enthusiasm in you.

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