

# EMPLOYABILITY SKILLS AND KNOWLEDGE

## MODULE 14



### GROUP DISCUSSION

#### EXPECTATIONS AND OUTCOME

##### (A) Leadership Ability

1. Drive, initiative and enterprise
2. Ability to give direction
3. Shouldering responsibility
4. Positive intervention and coordination
5. Objectivity and goal fulfillment

##### (B) Knowledge

1. Grasp of the subject matter
2. Value addition
3. Originality
4. Range of ideas

##### (C) Analytical Ability

Use of arguments, example and logic—how effectively are the same related to the subject matter.

##### (D) Communication

1. Fluency and clarity of thought
2. Presentation
3. Listening to others
4. Concise and clear-cut viewpoints
5. Conviction
6. Body language

## (E) Group Behavior

1. Persuasive ability
  2. To carry peers along
  3. To be able to get along with the group
- The panel may also assess you in terms of negative attributes like extremism in views, use of foul & abusive language, not following the instructions, aggressive body language etc.
  - If you are hell bent upon ruining your GD we provide with some useful tips:
  - Start shouting right from the beginning. This way you can make sure that no one gets a chance to speak anything. Also, you should make sure that if someone else also shouts, you should make aggressive and threatening gestures. A fist can be useful.
  - Keep changing your stand continuously.
  - Always contradict what others have to say.
  - Maintain a sardonic smile on your face throughout the GD. This way you will be able to tell the examiners that you are much superior to the other members of the group.
  - Ask some other members of the group to shut up.
  - Use your pet words like “Yaar” etc. This will lend a touch of ethnic elegance to the whole affair.
  - Laugh loudly and heartily. This shows that you are jolly person.
  - Point out the errors of others and make fun of them.
  - Keep yawning from time to time. Maintain a blank look on your face.

## POSITIVE TIPS

### Tip 1

- Brushing up on your general awareness is a must. Being aware of current affairs and issues and happenings, which affect our lives, however remotely, shows a well-rounded personality. Interest in one's environment is an essential quality for a manager, as only when he is well informed about all the facets is he able to take correct decisions. Make a habit of reading newspapers like TOI and Economic Times and business magazines like Frontline, Outlook and Business India.

## Tip 2

Being aware of current happenings is not enough. One must also form opinions on those happenings and issues that arise. Think about what you feel about different issues, say, terrorism. Write down your thoughts. Ask yourself why you feel that way, what are the premises underlying your thoughts and beliefs. Also question whether your point of view is based on facts, or on opinions and hearsay.

## Tip 3

The process of opinion formation is incomplete without getting inputs from others. Get into the habit of discussing issues with your friends and family. Hear multiple points of view. Listen, question and argue. Express your opinion. If you are proven wrong, accept it with good grace. Modify your opinions as you go along. This will help you clear your own thought process plus it will get you into the habit of discussion.

## Tip 4

While discussing, learn to check your temper. Maybe you will find others holding views which are abhorrent to you. But remember that they have a right to their opinions. Everyone does. Learn to respect their points of views even if you don't accept them. It shows maturity on your part. This will be a good training for controlling your emotions, which is of utmost importance in a GD.

## Tip 5

Practice: Try and mobilize other people who are interested in GDs and simulate GDs. Get someone who has been through GDs before to observe it and give you feedback on your performance. It is better if the group consists of people who you do not know too well

## DO's

1. Be determined to do well
2. Listen carefully to the instructions of the panel. Do accordingly.
3. Lend ears to others who make genuine contribution.
4. Keep it short and simple.
5. Always add value to discussion.
6. Intervene positively to put GD on track.
7. Conclude periodically.

8. Adhere to principle of politeness.
9. Substantiate and give reasons for your contentions.
10. Give facts and figures but do not overdo it.
11. Have a clear-cut view.
12. Be deliberate and slow in delivering your points.
13. Be assertive not aggressive.
14. Make eye contact with your group members while you speak.
15. Avoid any irritating gestures.
16. Be sincere.

### **DON'T'S**

1. Interrupt unnecessarily.
2. Try to monopolize GD.
3. Adopt a negative stance.
4. Speak loudly (if not required)
5. Address the panel.
6. Flay your hands.
7. Speak in turns.
8. Talk too fast.
9. Be too conscious of your body language.
10. Over praise people.
11. Adopt a casual look.
12. Get excited.