

Communication Skills for Personality Development in Library Profession.

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Abstract: Communication skills are extremely important for Librarians and Library Professionals. LIS Professionals must continually update their knowledge about new communication techniques (ICT) emerging everyday. LIS professionals communication skills must obtain information relating to the internal and external environments of Library information science and should acquire the knowledge and skills such as leadership, team building, management etc.

Keywords: Communication Skill, Personality Development, Library Profession

Introduction

Communication is a process of exchange, i.e give and take of information by message or otherwise. It is nothing, but the process of transferring information from one person to another.

The word Communication begin from Latin word "communicare," meaning "to share" impart, participate etc. Communication could be a concept, fact, idea, principle or theory. It's a purposeful activity of exchanging information and meaning across space and time using various technical or natural means, whichever is available or preferred.

Definition of communication:

Leland Brown states that communication is the transmission and interchange of facts, ideas, feelings, or course of action.

Theo Haieemann states that communication is the process of passing information and understanding from one person to another. It is the process of imparting ideas and making oneself understood by others.

Websters dictionary defines communication as sending, giving, or exchanging information and ideas. Communication is a means of persuasion to influence the other so that the desired effect is consciously or unconsciously achieved.

Allen Louis states that communication is the sum of all the things one person does when he wants to create understanding in mind of another. it involves a systematic and continuous process of telling, listening and understanding.

The process of communication.

- ⑤ Sender or the Encoder
- ⑤ Message itself
- ⑤ Receiver or the Decoder
- ⑤ feedback

(1)The sender can encodes the message in different way like by words, spoken or written, or behaviour or body language etc. Which he or she feels best.

(2)The message is sent via a channel so as to reach the receiver. It could be through mass-media, print, or face to face interaction.

(3)The receiver decodes the message by interpreting the message through contextual and language skills. He also sends a feedback.

(4)what are the after effects of your message.

Communication skills : Communication is one of the most important life skills we can learn—yet one we don't usually put a lot of effort into. Whether you want to have better conversations in your social life or get your ideas across better at work,

- ⑤ Communication skill is the ability an individual displays in effectively communicating with clients, colleagues, subordinates, supervisors in a professional manner.
- ⑤ Communication skills are generally understood to be the art or technique of using oral or written language.
- ⑤ Communication skills are also influenced by culture, experiences, events, actions, variety of technology etc.
- ⑤ There are different communication skills for different events, for e.g-formal meetings, seminars, workshops, conferences, gatherings, classrooms, presentations, etc.
- ⑤ Communication skill is effected by radio, T.V, newspapers etc. To support this various technologies have emerged like mobile phones, ipods, pagers, cameras, multi medias, etc.

Personal Development In The Information And Library Profession

Puja Mehta



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