

## About the Book

Success in the professional world depends more on skills than knowledge, as expectations change across time and industry. What prepares you for the corporate world and ensures your success are skills that include communication and a range of soft skills. This book captures the essence of the skills and concepts you need to learn and practise to differentiate yourself in today's business world. These skills are abiding and essential for surviving and succeeding in the corporate world. Fundamental Skills for Budding Professionals offers an insight into twenty seven such skills, compiled through years of experience.

## About the Authors



After doing his Masters in Organisational Psychology, Mr. Vikas Shirodkar studied at IIM Calcutta in the Fellow Programme and since 1980 has served the industry, in various capacities, as an HR Professional, for over 34 years. Having retired from General Motors as its Vice President HR, he is now a partner in Basil HR - a boutique HR consultancy firm, while also serving as Coaching & Leadership International (CLI) India's Executive Director and Dean & Professor Emeritus of Mumbai Educational Trust's Schools of Management at Mumbai. A much decorated HR Professional, he has been nominated to the Hot 40 HR Superstars in Asia by HCA, Singapore, is a two time recipient of the Indira Super Achiever Award, has been felicitated at the hands of the President of India for innovative HR practices and has received an Award for Excellence in HR by BMA, among other recognition.



A Ph.D. in English Language and Literature, Dr. Preeti Shirodkar, with over two decades of experience in teaching English Language and Literature, occupies herself with creative and critical writing and editing. She has successfully undertaken varied research projects, presented papers at various forums, nationally and internationally and has published three books on communication and soft skills bearing the titles *Knowing Your Words' Worth*, *Unscrambling Emails and Professional Skills' Development*. She has taught at various levels in India and abroad, conducted training programmes for the academia and industry and shouldered diverse responsibilities in her career. Currently, she is serving as an Associate Professor, Communication and Soft Skills at the Mumbai Educational Trust. She is a recipient of the Indira Gandhi Women Achiever's Award among others.

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