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Questions/Answers

Q 1) I hereby affirm that I have viewed the class "Developing Effective Interpersonal Skills" in its entirety. I have already or will shortly complete 1 to 2 hours of self study, research, reading, reflection and/or application of the concepts/skills presented using the AIU online library or other mediums.

A 1) Yes

Q 2) Provide a short summary of the concepts or topics you learned about today" (minimum 300 characters)

A 2) Developing effective communication skills is a course about understanding Interpersonal skills are essential for building relationships, communicating effectively, and succeeding personally and professionally, and they can be developed through self-awareness, empathy, and practice. Interpersonal skills, often called people skills or soft skills, are the abilities that allow you to interact effectively with others. They include communication, teamwork, leadership, empathy, conflict resolution, and adaptability, and are crucial in both personal and professional contexts. These skills help you build trust, maintain relationships, and navigate social situations successfully, enhancing collaboration and overall well-being.

Q 3) What is the most important concept(s) that you gained for today's Live Class? (minimum 300 characters)

A 3) Key concepts include: 1. Self-Awareness and Emotional Intelligence: Recognizing your emotions, strengths, and weaknesses allows you to respond thoughtfully in interactions. Emotional intelligence helps you understand and manage your emotions while interpreting others' feelings, fostering empathetic communication. 2. Active Listening: Fully engage with the speaker by giving attention, asking clarifying questions, and understanding both words and underlying emotions. This strengthens connections and ensures people feel valued. 3. Empathy and Compassion: Step into others' perspectives to understand their feelings and viewpoints. Empathy builds trust, rapport, and effective collaboration. 4. Communication Skills: Clear, concise, and consistent verbal and non-verbal communication is essential. This includes tone, body language, and written communication. 5. Relationship-Building: Cooperation, courtesy, trust, dependability, and amicability are vital for sustaining positive interactions and teamwork. 6. Conflict Resolution and Negotiation: Address disagreements constructively, seek compromise, and maintain professional relationships.

Q 4) How would you apply what you learn today to improve your life of work? (minimum 300 characters)

A 4) I would apply it by doing the following: • Set Goals: Identify specific interpersonal skills to develop using frameworks like SMART goals to track progress. • Observe and Learn: Watch how effective communicators interact and adopt strategies that resonate with you. • Practice Regularly: Engage in role-playing, mentorship, or professional training to refine skills. • Seek Feedback: Ask colleagues, mentors, or friends for constructive feedback to identify areas for improvement. • Adapt and Reflect: Continuously assess your interactions, learn from experiences, and adjust your approach.

Q 5) Independent Research: AIU Live Classes are a starting point for further learning beyond the class. Search similar content either online or in the AIU online library and review it then share the name or link here. If its from AIU Library copy the Source or ISSN, [show me how?](#) (can be a video, academic publication, web site. lecture or book) (minimum 10 characters)

A 5) <https://www.bing.com/search?q=developing%20effective%20interpersonal%20skills&qs=n&form=QBRE&sp=-1&lq=0&pq=developing%20effective%20interpersonal%20skills&sc=12-41&sk=&cvid=2E01E13B19D14D9A858F45C3072FB5E2>