



Soft skills and Office etiquette

14 June 2019

Vile Parle

CA Jatin Lodaya

Orientation
Programme for
CA Students



**The Chamber of
Tax Consultants**



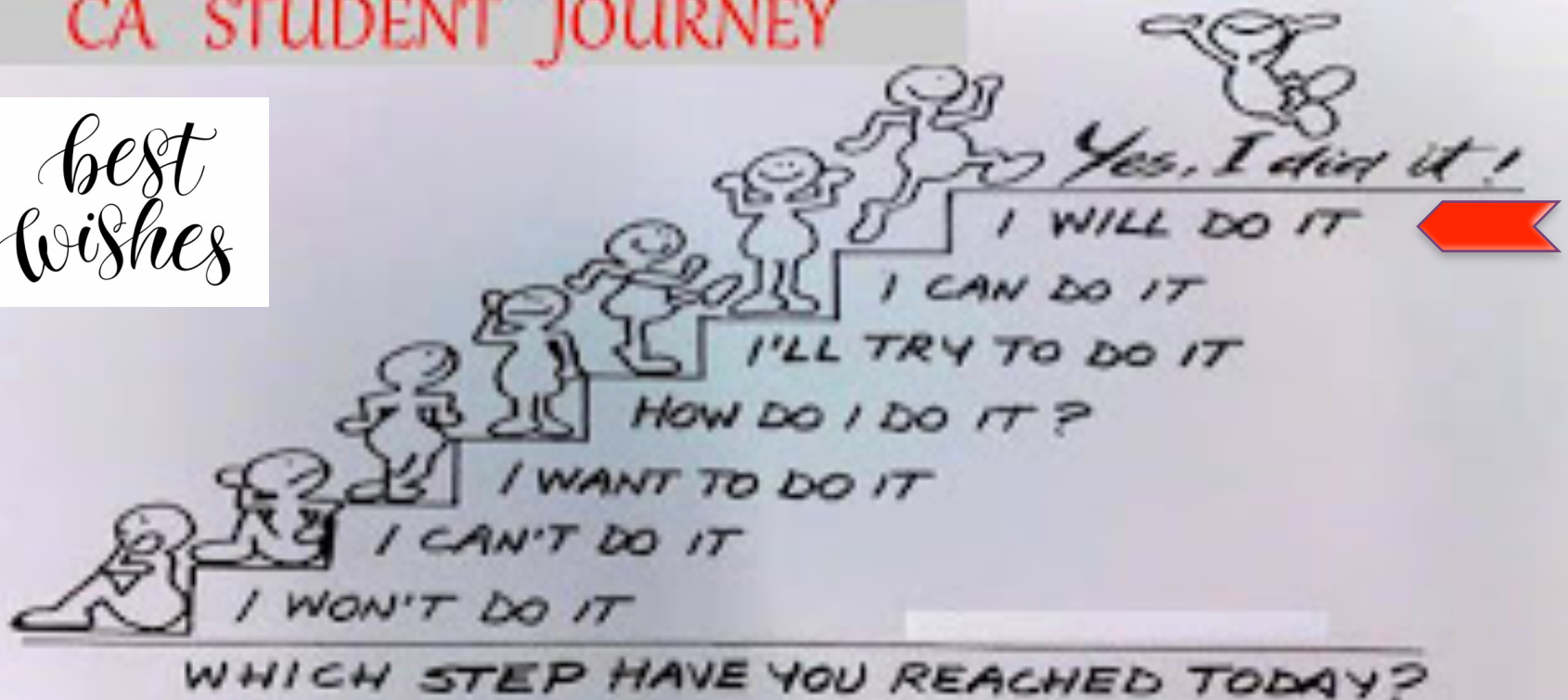


Welcome to the world of professionals



CA STUDENT JOURNEY

best
wishes



+ Best wishes to each of you in Q for the coveted prefix “CA”

- You are already in **REAL** world
- You **REPRESENT** the FIRM
- Join the **RAT** race!
- Strengthen your **F&C**, rest will fall in place
- Perform your **SWOT** analysis

We are all different – background, language, upbringing, mannerisms, experiences, incidents, priorities, challenges, will power, potential

Do you agree?

RAT: Responsibility, Accountability, Trustworthy

F&C: Fundamentals & Concepts

SWOT: Strengths, Weaknesses, Opportunities, Threats

+ Fight distractions

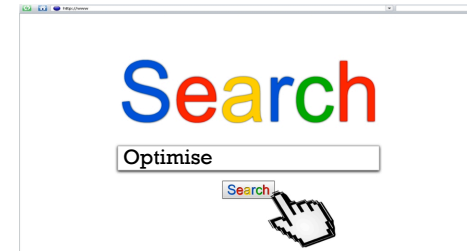


Jatin Lodhaya



+ Equip yourself

PATIENCE
IS THE
SETTLED REALITY
THAT WE ARE NOT
IN CONTROL



Jatin Lodha

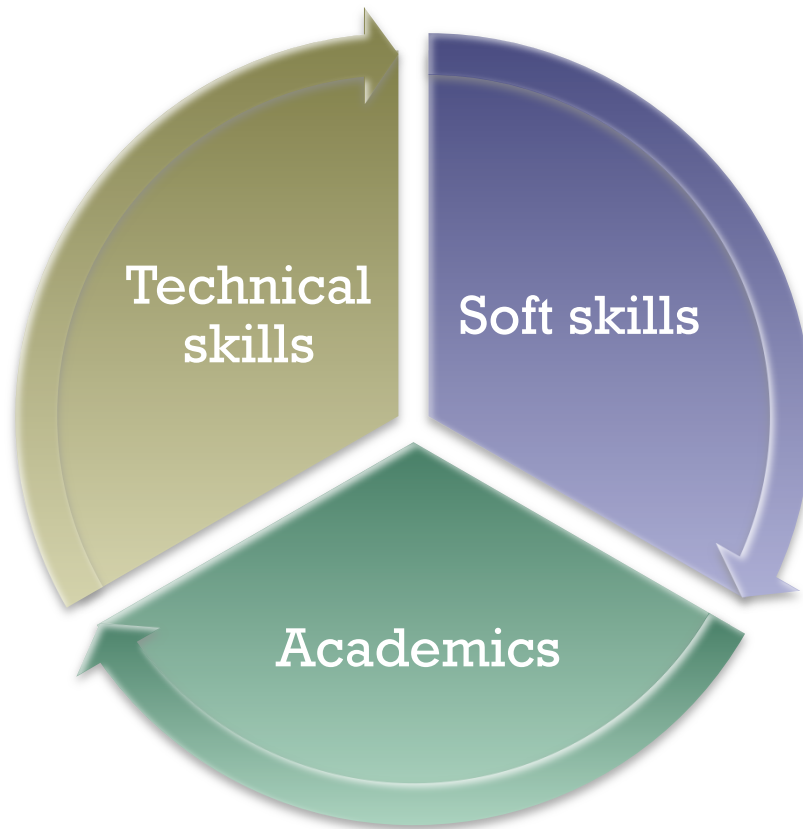
NEED
to know

GOOD
to know

WANT
to know

- **LEARN** from every opportunity you get
- Work **SMART** and not just HARD
- It is not WHAT & WHEN but **HOW** you do it – that differentiates!

+ Set the right priorities



**KEEP
CALM
AND
PASS YOUR
EXAMS**

ICAI EXAM



IPCC



CPT



CA Finals



Article-ship

+ World of opportunities



Latin Today



A word cloud visualization of terms related to stress and stress management. The words are arranged in a circular pattern, with 'Stress' and 'Management' being the largest and most central. Other prominent words include 'Stressors', 'Coping', 'Thought', 'Model', 'Stress Management', 'Results', 'People', 'Transactional', 'Nature', 'Approaching', 'Potential', 'Thinking', 'Stressed', 'Relationship', 'Quiet', 'Challenging', 'Processes', 'Individuals', 'Recognize', 'Inner', 'Activity', 'Ability', 'External', 'Management', 'Thought', 'Cope', 'Stating', 'Wisdom', 'Filter', 'Resources', 'Thought', 'Realization', 'Innate', 'Response', 'Determine', 'Individual's', 'So-called', 'Idea', 'Change', 'Insecurity', 'Natural', 'Also', 'Negative', 'Sense', 'Incapable', 'Model'.

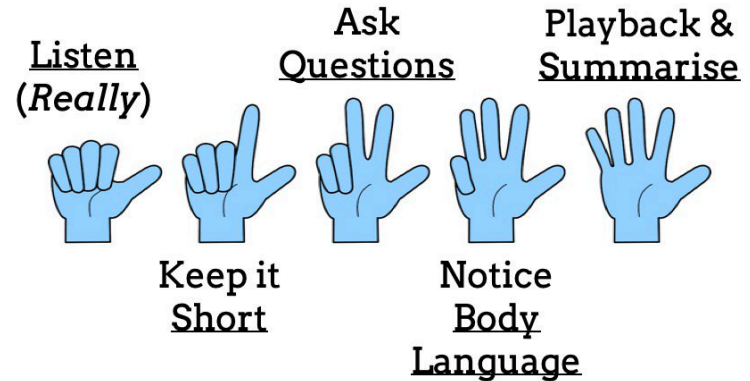


+ Stakeholders





Soft skills - Communication



Advantages

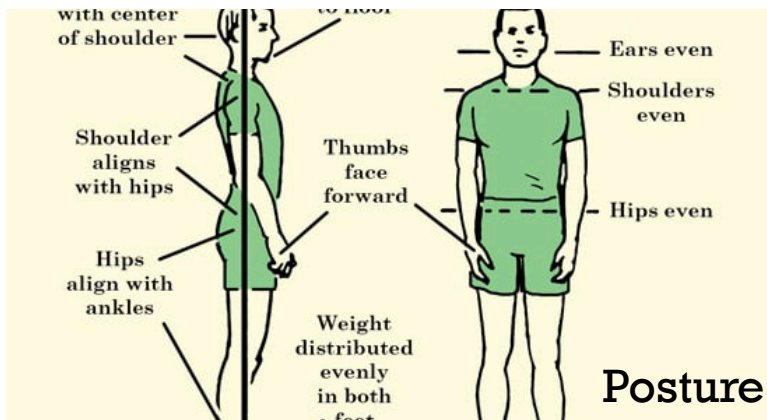


+ Respect your work place



Do not put your legs on your working desk

+ Soft skills - Etiquette



+ Etiquette

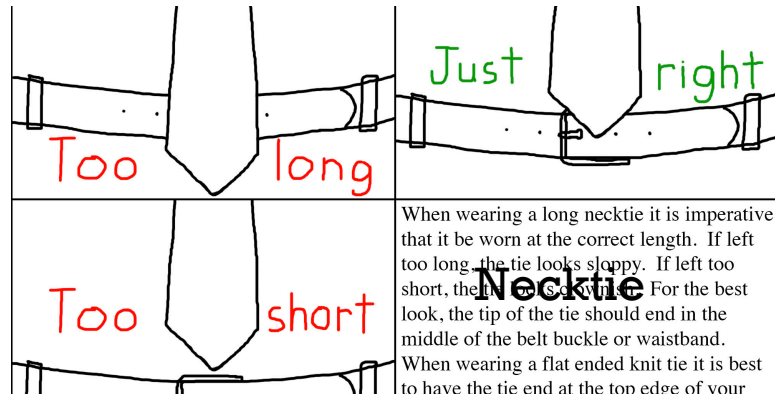
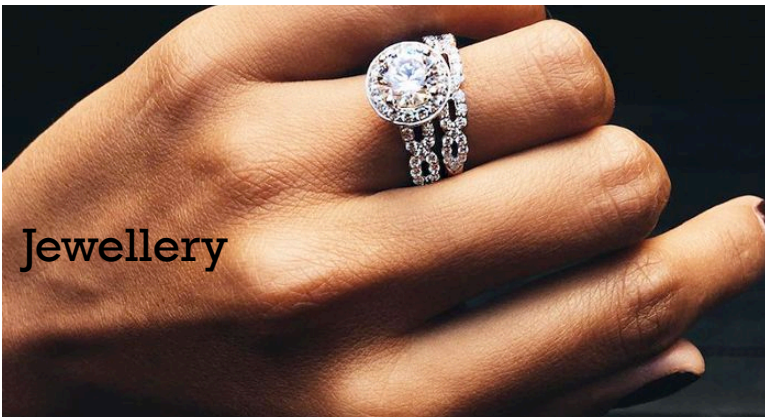
footwear



Personal care

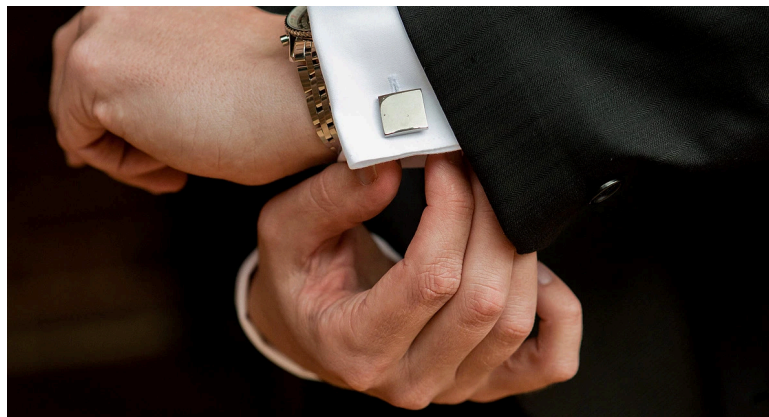


Jewellery



+ Etiquette

Jatin Lodha





Lets summarise

- We are in the real world
- Apart from technical skills, soft skills are equally important
- We need to differentiate between need to know and want to know
- It takes lot of time to build relationships, but not much to break them – one of the reasons could be miscommunication
- Communication is a critical component of the journey
- It does matter HOW we present ourselves – what we wear, what & how we eat, how we stand, how we speak, how we conduct
- Learning is a continuous journey



Jatin Lodaya



Have a **PASSION** and enjoy it alongside the routine work & studies. Do not wait for “some day”!

THANK YOU for this opportunity

jatinlodaya@gmail.com
<https://www.linkedin.com/in/jatinlodaya/>

+91 98207 91226

TODAY

Do what others won't

+

So TOMORROW

You can do what others can't