

## **EMPLOYABILITY SKILLS**

The traditional job-related skills, specific to a job which one acquires after long years of education and training are called hard skills. These skills are essential for applying for a job. However, employers or the Human Resource Managers look for people who can do more than just perform certain tasks. They look beyond educational qualifications and training and seek some key competencies. These are known as soft skills or employability skills.

Employability skills are a set of skills or behaviors that are necessary for every job. They are generic across all employment sectors. They are necessary for getting, keeping and being successful in a job.

Employability skills allow you to be in charge of your own career, solve problems, make responsible choices, work in a team and communicate with co-workers, Personal qualities, habits and attitudes influences an individual how to interact with others. They help you to excel in the workplace and provide you a edge to stand apart in a crowd of eligible for the job.

### **ESSENTIAL EMPLOYABILITY SKILL**

#### **Fundamental Skills:**

Following are certain personality traits basic to get into and sustain in the world of work. Whenever you go for a job, the employer looks for these universally accepted traits.

- Positive thinking
- Manners and Etiquettes
- Punctuality
- Honesty

- Trust worthiness
- Loyalty
- Reliability
- Assertiveness
- Time management
- Problem solving
- Decision making
- Coping with stress

### **Interpersonal Skills:**

These are vital when seeking employment in an organization:

- Be gentle and friendly
- Have respect for others
- Have empathy and develop harmonious relationships
- Take responsibility for own share of work
- Take initiative, participate effectively, respond appropriately
- Take feedback and develop understanding
- Accept criticism in a constructive way
- Resolve conflicts calmly and appropriately
- Encourage and appreciate other's efforts
- Contribute to team goals

### **Communication Skills:**

The ability to communicate effectively, both verbally and in writing, is an essential requirement for most of the jobs today. Such as:

- ✓ Maintain flow of information and ideas with all members of team

- ✓ Speak and write clearly and concisely
- ✓ Listen, understand and ask relevant questions
- ✓ Maintain good eye contact while interacting

### **Team Work Skills**

Team is group of people working towards obtaining a common goal/objective. Effective team is essential in an organization for reaching a goal.

- ◆ Take responsibility and contribute to team goals
- ◆ Conflict resolution
- ◆ Encourage and appreciate each other's efforts
- ◆ Have genuine interest in each other
- ◆ Learn to accept the difference in opinions
- ◆ Feel comfortable and be sensitive while working with people of diverse background

### **Managing Time Effectively:**

Managing time is an essential part of team work. It helps in meeting the deadlines for team in an organization. Like:

- Ability to plan
- Prioritizing the tasks
- Creating a daily schedule
- Deciding specific time for each task to reach the goal

### **Working in a Digital World:**

Computer literacy is another desirable employability skill. Most of the times, it is an essential skill for a job. Some of which are :-

- ★ Acquiring basic IT skills
- ★ Familiar with computer technology
- ★ Familiar with information technology in making presentation

### **IMPROVING YOUR SOFT SKILLS**

Having identified certain skills that are important for job, you should develop a plan to master them, practice them. You could seek the help of a mentor who does well and get tips. Meetings, seminars and volunteer work, internships also help improve soft skills. Soft skill training is part of many short term and long term professional job-oriented course. It covers a whole range of skills, including understanding self, others, assertiveness, influencing and persuading, negotiating, presenting and public speaking, networking and managing a time. Overall, it is about gaining a better understanding of the ways people think and behave and presenting yourself and your ideas in a way that will have the best impact.