

ACE Practical Portfolio

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Module: **Academic and Employability Skills**

Module code: **BMSW4001**

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Employability skills: A review

by Subbu Nisha M* and V Rajasekaran for ProQuest

- The job market today is a dynamic and challenging place for young people graduating from various educational institutions.
- The job opportunities are more for graduates who possess employable skills that are expected at workplaces.
- But only about 30% of the candidates who appear for interviews get selected.
- This is because they lack proficiency in English and the employable skills necessary for professionals today.
- The need to equip graduating students with the skills essential for the workplace has become an urgent concern (Dhanavel, 2011).

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- The workforce profile defines ‘soft skills’ as personal traits and skills that employers seek in employees.
 - Employability skills mold students’ career by helping them in building and improving their communication skills, presentation skills, teambuilding skills, leadership skills, time management skills, interview skills and interpersonal skills.
 - Thus, grooming students with soft skills enables them to take part in various selection procedures effectively, according to the Assistant Professor in English, VIT University, Chennai Campus, Chennai, Tamil Nadu, India.

My academic and employability skills

- Communication Skills
- Organize
- Flexibility
- Decision Making
- Adaptability
- Positive Attitude
- Quick learner
- Training development aptitude
- Administrative support

Skills to develop and amplify during this course

- Time Management
- Leadership
- Team Working
- Creative Problem Solving
- IT Skills
- Mediation capability