

Academic and Employability Skills

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Introduction

Employability skill is considered to be a significant aspect for any individual who aims to excel in their professional career. There are profession specific employability skills and some basic skills that are required in every profession. These skills can be personal qualities as well but every individual needs them to work smoothly in their professional field. This report aims to discuss various employability skills and how they contribute towards an individual's career. There are a number of employability skills in this world however, this report will emphasise on communication, time management and listening skills (Krahn *et al*, 2002). There will be complete analysis on how these basic employability skills can contribute towards increasing the effectivity of a professional. In the professional world the competition is quite tough and it can be difficult for an individual to sustain in their job if they lack these skill sets. This report will implement a number of models of reflection to understand this aspect better.

Communication skills

Communication skill is referred to the capability to convey some important information in an efficient and effective way. It is considered that if this skill is used in the most effective way then it can result in significant commercial benefit for the concerned organisation. Communication can be of two types which are verbal communication and non-verbal communication. The main aim of communication in a workplace scenario is to contribute towards the productivity of the organisation. From an employee's perspective it is very important to possess these basic skills as it will help them develop in their professional

career. When an employer hires they usually do not mention it as a criteria as people assume that it is a basic quality and an employee should possess it. For any position in organisation communication skills is a must (Harvey, 2001). There are a number of professions which specifically requires communication skills. Such professions include marketing executives, customer care executives, human resource management and administrative posts. There may occur situations where the employee needs to negotiate and communication skills will help the employee do so with perfection and will ensure that the individual achieves success in the activity. The aspects associated with communication are mentioned as follows:

- There are a number of ways to communicate but in a workplace scenario it is essential to practice effective communication. The main objective to communicate within the organisation is to contribute towards the productivity of the organisation. It is hence necessary to ensure that the communication can effectively benefit the organisation in some way or the other.
- It is important to communicate with confidence. As mentioned in the earlier part of this report communication refers to the ability to convey important information and if the individual who is conveying the information is not confident about it they it won't affect the person on the other side.
- It is important to maintain clarity and to speak to the point. Talking in riddles will not help the system in the workplace. Speaking clearly and directly will help the other person understand the information better. If the other person does not understand the information that has been conveyed then the effectivity of the communication is at question.
- The nonverbal way of communication refers to the body language of a person. If the body language of an individual is making the others feel uncomfortable then the individual needs to immediately change his ways. Nonverbal communication includes hand gestures, eye contact and the overall body language of an individual.
- Communication is considered to be an important quality in terms of leadership. The leaders can communicate with the team members and can keep them motivated to keep up the good work.
- It is important to identify the right medium to communicate in a workplace considering the emergency of the situation. Usually the formal communication is done through e mail however it is better to provide feedbacks in a face to face one on one session.

- It is important to be empathetic and one should maintain respect while communicating. The communication procedure should not make anybody else feel uncomfortable.

It is relevant that communication is one of the most important employability skills that every employee should possess. Communication skills contribute effectively towards decision making procedures. In any organisation decision making plays a vital role and communication skills should be practiced effectively (Cassidy, 2006). On analysing my skills it has been noticed that I possess excellent communication skills and hence this was never an issue for me. I have deeper knowledge of effective communication and practice it from a very initial time. The factors that I take into consideration while communicating is that I am communicating to the point which makes it easier for the other person to interpret. Further I do not consume too much time communicating and ensure that the other person does not feel uncomfortable cause of me. I do understand the importance of communication and hence am capable of relating it from an employee's perspective.

Listening skills

Listening skills refer to the aspect of listening to someone attentively. It is considered to be a significant part of communication. Attentive listening skills contribute towards effective communication. In a communication procedure listening skills play a vital role as the interpretation part of a communication depends on the listening skills of a person. Communication can never be a one way thing (Mason *et al*, 2009). There is two or more number of people involved in a communication procedure. In a workplace environment there are scenarios when there will be meetings and important discussions within a team, it is important for every participant to listen and interpret things carefully. In a workplace how can a person ensure that the other person is listening carefully, it is important to be responsive and should nod or with the help of body language can ensure that everything that has been conveyed is being listened to carefully. It is important to pay respect to the speaker and wait for them to finish with whatever they have to say. It is important to be expressive and one should not hesitate to clarify if he or she faces any challenges while understanding what the person is trying to communicate. Aspects associated with effective listening:

- Letting the speaker finish their part.
- Enquiring about any doubt that comes up.

- Clarifying the parts that were difficult to understand.
- Responding to any question that has been asked.
- Practicing active listening.

Both communication and listening skills demand the mutual knowledge of a familiar language. It has been observed that in most of the workplaces English is taken as the official language. And if an individual does not have relevant knowledge about the language that is being used to communicate then it can be quite challenging for the listener to interpret. In a professional environment it is important to practice active listening as this provides the employee with the opportunity to develop efficiently (Lowden *et al*, 2011). Listening is hence considered to be an essential skill set in an organisation. I possess this skill and am an active listener. It is an important characteristic required to work effectively as a team. The ability to adapt and work together in a team requires both communication as well as listening skills. In professions like legal advisors and marketing executives it is important to be an active listener. The overall performance of an organisation can be efficiently improved by practicing active listening.

Time management skills

Every individual should possess the basic sense of time and should understand the importance of it. It has been observed that often people find it challenging to manage the time and getting their work done within the time frame that is allotted to them. This situation occurs as the employee lacks in time management skills. Every activity within an organisation has a time limitation and has an objective to achieve (Singh *et al*, 2008). Deadlines are considered to be followed and hence the employee should have adequate knowledge of time management. This aspect mainly refers to the nature of an individual to keep things organised and in place. The employees need to be focused and should have the ability to prioritise the work that needs more importance. On the other hand it is important to maintain the quality of task while maintaining the time limitations.

Time management refers to the ability to work efficiently. The performance of an organisation is completely dependent on the performance of the employee. It is hence important to contribute towards increasing the productivity of the organisation. Saving time of the organisation contributes towards improving the return rates of the organisation. In

terms of business time is considered to be equivalent to money. The skills associated with time management is mentioned as follows:

- It is indeed challenging to multitask and hence it is important to have the ability to assess the importance of the tasks and hence prioritise them accordingly. On the personal level one needs to set goals for themselves and work accordingly to achieve these goals successfully.
- Scheduling is considered to be significant as there are deadline for each task and scheduling can help to organise the work accordingly. The productivity of an individual may differ and hence they should plan things so that the task can be done effectively.
- It is important to maintain the workload by managing it in an efficient way. Pending works may pile up and increase the work pressure and hence it is important to ensure that there is no pending work and further the employee manages to get things done in the most organised way possible.
- The ability to adapt with others and ensure that the task is done in an effective way is an important aspect. The team may not feel motivated all the time but one can help the others feel motivated by taking leadership of the work and contributing towards the performance of the organisation.
- It is important to keep records of development of tasks. This will certainly help the employee to keep things under control.

Time management is something that an individual needs to learn on their personal level. No specific course can train a person on this topic. It is hence important for an individual to value time and ensure that they utilise most of the time by making it productive. Considering it from my personal aspect I have been punctual about time from the very beginning. And I enjoy the work pressure and love to work within deadlines. Deadlines help to identify the talent of getting things done on time without compromising with the quality. The employees should possess most of these employability skills. Apart from the professional front it will also help them in their personal life. Furthermore, with experience these skills get developed and enhanced. It will certainly help the employee progress. In the professional career it is very important for the employee to grow sustainably and hence it is important that they practice these qualities from the very primary level.

Conclusion

This report discusses about the employability skills that an employee should possess. These skills help the employee grow as a professional. These skills are contributed towards increasing the productivity of an organisation. It is very important for an employee to progress in their professional career and these skills will help them improve their performance. The work is being allotted to people considering their capabilities and hence it is necessary for the employee to complete the task within the stipulated time frame. Employees learn a lot of things from their experiences but they must possess these basic employability skills. Leaders and administrative positions need to possess these skills and hence these skillsets will ensure that it leads the path towards success. Enhancing these employability skills will help both the employee and the organisation.

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