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Introduction

The purpose of this report is to investigate the required employability skills that I have or need to improve in the future to access self-assurance in pursuit of job opportunities, by observing the viewpoints of companies employing. Employability skills are very significant in the 21st century where modern technology is replacing human capability, therefore it is important to acquire the necessary skills for businesses in need of employees and for career development.

This report stresses the importance and benefits of employability skills and how they contribute to the development of an organization, furthermore, how to improve and maintain if there is the need. The materials and method used in the gathering of information in this report are research and findings from books, websites and journals.

Employability skills refer to skills, performance and confidence. Further, more than practical ability, it allows the employee to start and develop in the frequently varying requirement of the job situation and to continue as a plus to recruiters (Buck & Barrick, 1987; Gregson & Bettis, 1991).

Qualifications is not enough for individuals' personal and career development in the 21st century but needs evidence of interpersonal skills related to the job and career. Employability skills are skills that are required at all jobs from a support staff to entrepreneurs and are significant in both individual and professional development and contribute in productivity of the employee (Sherer & Eadie, 1987).

Employability skills are not for a certain profession but are skills which focus on all businesses and careers that include oral communication, problem solving, decision making, and behaviors such as positive attitude, team working, interpersonal skills, ability to work alone, self-management, self-discipline, time management and many more. Report indicates that employers may be pleased with the level of technical skills of the new graduates but are not confident with their employability skills (Cotton, 2001).

The employability skills to be discussed are: Effective communication, Effective team working and Time management. They are as well very important in any profession and industry as they contribute to the

productivity of employees and organizations. These employability skills are among those that organizations consider when employing people, therefore they increase the opportunity of getting a job for graduates.

Employability Skills to be Discussed

Effective Communication

Effective communication is when there is a sender, that has an idea or thought in their mind and encodes it into an expressive symbol in the form of words, images and signs, then the receiver correctly receives the message, decodes and comprehends the intended message communicated. Active listening and self-assurance are communication skills that help make information processing clearer (Maund, Schriek & Tinkler 2017).

Effective communication is an essential tool in achieving productivity and maintaining strong working relationships at all levels. It keeps organizations informed and prepared, to face challenges and make use of opportunities both internally and externally considering the perspective of employers. Communication is an important human characteristic and in order to maintain relationships effectively, humans must communicate with each other. In everyday life, there are many types of communication within work colleagues, family, neighbors, and friends. Some efficient and some inefficient (Nun, 2015).

Effective communication is required in every working environment to contribute to the development of organizations and is one of my abilities. As according to my day-to-day interaction and communication in the job, I once stepped in for my Business Development Manager and proved my ability in effective communication.

I was working at The Gambia Chamber of Commerce and Industry in The Gambia in 2012. The Business Development Manager was meant to have a meeting with some investors from Turkey on a day she did not come to work, and it was already late to cancel the meeting. I stood in on her behalf and did an excellent presentation and eventually convinced the investors to invest in the country and further to facilitate partnership with a Gambian based business man. I ensured that:

- the message was simple, clear, accessible and readable.
- the goals and objective of the message were outlined.
- I was able to identify the non-verbal by listening attentively.
- I gave feedback at the right time and medium.
- I was confident, respectful, open-minded, empathetic and friendly.

This example demonstrates that I can communicate effectively, and it is important at all levels, to maintain productivity and development of organizations. Therefore, individual seeking a job opportunity should acquire or develop effective communication, bearing in mind that recruiters consider communication skill as one of the skills required to get any kind of job.

Effective Team Working

Any person can work in a team but to work effectively is the key to achieving the aims and objectives of the team. In this case, individuals need to have a knowledge of the purpose of working together as a team. A team is a group of people controlled and determined to work together for a common purpose. Organizations use regularly their knowledge of the effectiveness of teams, to carry out tasks and is one of the required employability skills. It is important to clearly and exactly outline roles and responsibilities and create a better organization of managing its efforts (Maund, Schriek & Tinkle, 2017).

A group of individuals working together is not the way to explain the meaning of a team. Important structures of a team include:

- A team has asset of administrative purpose and uniqueness (i.e., a team takes a detailed responsibility to accomplish a task)
- A team has a common aim and mission
- Team members are required to have interconnected responsibilities (i.e., members are guided to liaise among themselves to ensure smooth finish task).

Effective team working is one of the skills I achieved throughout my working experience, involving, participating in meetings and contributing in discussions, ask questions, give feedback clearly at the right time, involve in decision making process and ensure that my role is fulfilled before deadlines. This contributes to being an effective team player. Effective team working is very important considering the perspective of employers in every department or sector of the workplace, therefore employers apply teamwork to reach to its organizational goals.

The scenario above on effective communication considered, indicates my ability in effective team working. Having the idea of the purpose of the team, goals, taking responsibilities and getting involved in discussions and decision-making, leads to effective team working. Effective team working increases the productivity of the business and personal development of the employee by being involved, educated and sharing responsibilities.

Time Management

Time management is one of the most important skills considering the mindset of employers and day to day activities which require organizing, planning and prioritizing. Individuals waste time and achieve nothing due to lack of time management. Consider the workplace, many tasks on the table, individuals need to plan on what, how and when to do. Primarily, identify means of accomplishing the tasks and expectation, prioritize by importance and urgency of each given task and organize accordingly.

The meaning of time management is obtained as “the process of skillfully applying time to finish and perfect a specific activity within time constraint” (Harris, 2008). However, there is no meaning of time that completely caption all parts of the perception.

Time is constantly inadequate therefore, it is important to seize any opportunity of time. Time Management is to handle time well so that the correct time is given to the correct activity. Effective time management allows individuals to assign specific time slots to activities as per their importance. Individuals should ask which task is urgent and how much time it requires and prioritize. Time Management contributes a vital part in businesses and persons lives. Time Management includes:

- Effective Planning
- Setting goals and objectives
- Setting deadlines
- Delegation of responsibilities
- Prioritizing activities as per their importance
- Spending the right time on the right activity

Time management also consist of individuals accepting to take responsibilities. If individuals are not prepared to take responsibilities to manage their activities and task at work, there will be no time management practice. When we manage our time well and professionally, we improve and become more secure, less pressure and downfalls (Mancini, 2007). Additionally, some minor information authors credibly say that good planning and self-control, reduce urgency and easier to deal (Rivera, 2007).

Becker and Mustric (2008) time is categorized into two: quantitative and qualitative. The time that can be numbered and calculated into seconds, minutes, hours, days, months and years is referred to as quantitative time. On the other hand, qualitative is the time related with a meaning of a task the time consumed on (Wu, 2009).

Time management is the highest technique to conquer individual and career goals and makes a direct connection in accomplishing daily schedules. Moreover, safeguarding profession approval and development (Edwin, 2004).

Recommendation

Employability skills are important tools for career and organizational development, therefore graduates should improve and maintain their employability skills to coincide with the criteria of employers. It is important to analyses and assess yourself to identify the employability skills that you obtain and those that you might have to work on for a better career opportunity.

Employers should also try and invest in their employees that need to improve their employability skills to maintain and sustain the productivity and development of the organization. Institutions and educational centers should also prepare graduates with the 21st century required employability skills now that modern technology is dropping the need of human resource.

Individuals and employees must take responsibility of their future career to develop and be prepared to meet the criteria that businesses and organizations outline for mutual benefits.

Employability skills are the basic needs to get and maintain an excellent job opportunity in general, therefore it is advisable for every individual who is eager to take responsibility of their career to focus on the employability skills.

Conclusion

This report has explained what employability skills consist and its significance in personal and career development. Employability skills are the skills essential for finding, maintaining and being productive in a profession. They are skills and behaviors that allow staff to have a smooth working relationship with colleagues, to make right choices, resolve issues, admit differences and eventually become the backbone of an organization. Employability skills are like any other job qualification that can offer you a job in the 21st century, bearing in mind the mindset of employers.

In other to achieve individual and organizational aims and objectives, employability skills are the fundamental techniques into realizing them. Employers value individuals or employees with employability skills for the productivity and development of the organization, and enhance an employee a quick promotion, appraisal and personal development.

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