

EMPLOYABILITY SKILLS

ACADEMIC AND EMPLOYABILITY SKILLS

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INTRODUCTION

The employability skills is defined as the kind of skills and capabilities required by an individual in order to be successful at the workplace, also it is the kind of skills required in order get the desired job at the desired place.



WHAT JOB YOU WILL WANT TO DO

- I have analysed that as a career path I want to start my own production and online sale of Luxury curtains and blinds as I have analysed that in order to grow and develop in the future it is very essential to have clear and well defined career path, having a clear business idea will help me to have clarity of my career goals and the strategy needed to be followed by me in order to achieve my career path.
- Also the skills required by me in order to achieve this career goal effectively and efficiently, with increasing number of competition in the job market starting my own production and online sale will be the best career option for me also with increasing use of various online platforms I will be able to grow my business among the target customers effectively.

SKILLS REQUIRED

- Interpersonal skills
- Communication skills
- Time management skills
- Team management



SWOT Analysis

Strengths: -

- **Confidence:** - My biggest strength is that I have a good level of self-confidence and it is the most necessary thing required for every career. As I am aiming to start a production and sales business on an online basis, my self-confidence would help me a lot. Through this, I would be able to explain about my product in a more efficient way to customers.
- **Product knowledge:** - Another effective strength which I had was the product knowledge. I was having good knowledge regarding luxury curtains which was beneficial for me in starting my new career in that. If any person asks about the idea of my business then I am able to give full and efficient information regarding that.

Weaknesses: -

- Interpersonal skills: - It is a weakness of me as I am not much effective in active listening. In terms of establishing a new business, it is essential that we efficiently access what are the needs of consumers and what kind of product they should be offered. On the basis of it, it became very important for me to improve my interpersonal skills so that in future I can start my business in a positive way.
- Time management: - During my career, managing the time was the major weakness about me. As I am planning to start a new business in production and sales, it was important for me to properly manage the time in order to increase both productivity and sales.

Opportunities: -

- There are several opportunities that an individual gets in terms of starting a new business. One of the biggest opportunity for me was to enhance my communication and interpersonal skills while interacting with large number of customers. So, while starting up a new business of online production and sales, it was an efficient chance for me to communicate with public in a positive way.

Threats:

Time management tools

- While starting any new business, time management is the main strength which is essential for everyone. My aim was always on to do online production business and for this I need to have effective time management skills. I used different tools which helped me in building up my career. I always used the help of note taking software as it was very much beneficial for me in fulfilling my aim. As managing the time is very much important so with the help of one note software, I can tag the crucial data and information for follow up.



Analysation of employability skills

In terms of building up my career aspects, I analysed that I have effective employability skills in terms of leadership, team work and so on. Due to such abilities, I was getting more positive with respect to my career goal. It is significant for me to make the usage of good tools and techniques so that it can help me in not only building up my career but also increasing the chances of success in my future business. With the help of note taking software, I was able to increase my time management skills also as I was doing everything in proper time period.



Specification of skills

My aim was to start an online production and sales business in the field of luxury curtains and blinds on the basis of which I need certain skills and I have already some of them. The most important skills which are needed for this business is interpersonal and time management skills. The main reason behind this is that in a business there are many tasks involved so proper balance is required across each activity. At the same point of time, there are some skills which I already pursues and these are that I have effective product knowledge and good level of confidence which help me a lot during my career perspective. To start a new business, certain skills are required as well as improvements in the current abilities. As my aim is to start an online production business, several abilities are needed in order to deal with current competitors.

CONCLUSION

From the above discussion it has been concluded that employability skills plays an very essential role in enhancing the overall performance of the individual and also enhancing their chance to get the desired job in the job market, there are number of employability skills present that can be taken into consideration by the individual in order to enhance their capability

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**Thank
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