

Employability Skills: The Skills You Need to Get a Job

The career these days is no longer important for a lot of people. They are thinking that moving to another job can give them variety of opportunities instead of keeping the current job and having a career in the company.

Most of the people are focused on the theory that they can find more material benefits in a different department and have to be more flexible for the market. For this, they have to understand that humans have a set of transferable skills or employability skills. These are skills that are not specific to one particular career path but are useful across all employment sectors. Lots of people are thinking that having the exact education and experience in the sector can make them the right candidate for the job, but the most important is their “soft skills”. These soft skills are ‘employability skills’: they are what makes you employable.

Time management is one of the most important soft skills that you have to prove on your job. This means that as an employee you are managing and prioritising your daily routine, and also can give you a good result. When you are organized you have the control of your duties and show to your management that you can easily take responsibilities.

Communication and networking is a second important skill that is part of the employability skills. This is making you adaptive to the new team and also helps you in the customer service job. For meeting with manager, client or just a colleague, you have to be positive and polite, and show them that you are reliable and trustful. Communication

can give you the opportunity to create a network with people who will share with you experiences, ideas and help you in your career path.

Listening skills are just as important as communication skills. Listen carefully to customers to know exactly what they need and how you can help them or listen to your colleagues in order to help them, demonstrate that you are actively listening through body language and responses. When you understand something, make eye contact, etc. Don't be afraid to ask clarifying questions to make sure you understand the other person.

Creative thinking is the ability to consider something in a new way. It might be a new approach to a problem, a resolution to a conflict between employees, or a new result from a data set. Employers in all industries want employees who can think creatively and bring new perspectives to the workplace. Creative thinking means thinking outside the box. Often, creativity involves lateral thinking, which is the ability to perceive patterns that are not obvious.

Teamwork skill is one of the important skills that you need to have a job. This skill can be learned even before your first job – in the nursery, university or even at home. A teamwork environment promotes an atmosphere that fosters friendship and loyalty. These close-knit relationships motivate employees in parallel and align them to work harder, cooperate and be supportive of one another. Individuals possess diverse talents, weaknesses, communication skills, strengths, and habits. Therefore, when a teamwork environment is not encouraged this can pose many challenges towards achieving the overall goals and objectives. This creates an environment where employees become focused on promoting their own achievements and competing against their fellow colleagues. Ultimately, this can lead to an unhealthy and inefficient working environment. At the teamwork you are sharing your ideas and experiences and also you are saving more time instead of working by your own. Teamworkers are always appreciated in the organizations, because they are helpful and open minded instead of the outsiders who work alone. A teamworker knows that he is part of a community and there is

another people who can help or be better in the exact area. The importance of teamwork is essential in today's multidisciplinary world. In the past, during the industrial era when most jobs were represented by people on a manufacturing line doing one thing all day – teamwork wasn't as important as it is today.

Conflict resolution skills are required for a wide range of positions across many job sectors. This requirement is based around the fact that conflict tends to reduce productivity and create a difficult work environment, leading to unwanted turnover in staff and reduced morale. Individuals who are able to resolve conflicts are often excellent mediators, rational, and able to manage difficult personalities from a place of empathy. Conflict resolution is a positive way of thinking that appreciates other opinion and in the same way proving the own opinion. Conflict resolution is the process by which two or more parties reach a peaceful resolution to a dispute

In the workplace, there can be a variety of types of conflict: Conflict may occur between co-workers, or between supervisors and subordinates, or between service providers and their clients or customers. Conflict can also occur between groups, such as management and the labor force, or between whole departments.

How we develop our soft skills? At many points during your education or career, we have probably worked on a team. But are you good at teamwork? Identifying your soft skills isn't necessarily something you have to do alone, either. Ask friends, colleagues and even former employers which soft skills come to mind when they think of you. You can also ask them to bring up specific examples of when you used that soft skill well. You might even discover things about yourself that you didn't know before. For example, if you think you're disorganised, but everyone you talk to points to your organisational skills as an area in which you excel, you might want to consider changing that perception of yourself — and including it on your resume!

For conclusion, soft skills are important for your application and you need to mention it in your cover letter, interview, and application. The soft skills are helpful and important as much as the experience and the education. They are fundamental to getting the job you want now and essential for career growth. As automation expands, soft skills will become an even more significant differentiator to employers.

List of references:

'Employability Skills: The Skills You Need to Get a Job' <https://www.skillsyouneed.com/general/employability-skills.html>

"Top 10 Soft Skills for Customer Service Jobs" available from <https://www.thebalancecareers.com/top-soft-skills-for-customer-service-jobs-2063746>

What Are Soft Skills? Available from <https://www.thebalancecareers.com/what-are-soft-skills-2060852>

5 Important Reasons Why Teamwork Matters! Available from <https://www.potential.com/articles/5-important-reasons-why-teamwork-matters/>

"Top 10 Soft Skills Employers Love: 90+ Examples " available from <https://resumegenius.com/blog/resume-help/soft-skills>

How to Identify and Develop Soft Skills
<https://www.glassdoor.co.uk/blog/guide/develop-soft-skills/>