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Academic and
Employability Skills

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Employability skills refer to the transferable skills which required by the people seeking for employment and employing talented employees. Mainly, it is related with the important abilities that includes in the overall development of the knowledge and mind-set of the workers at workplace (Simatele, 2015). In addition to this, employability skills are also considered as an important aspect for every business organization to attain success. Present report will outline employability skills which help employee and employer to attain future opportunities within the organizations.

Employability skills plays a vital role in developing as well as enhancing individual abilities to perform their task in most effective manner. The skills help employer and employee in executing and managing responsibilities to attain set targets. Mainly, employability skills highly depend on the knowledge, attitudes and skills that help employee to effectively perform their task and involve in workplace activities. Along with this, it is essential qualifications of applicant seeking job opportunities to attain positive outcomes. Thus, it is important for every individual who work in organization have best and effective skills which may directly contribute in making employees able to accept challenges at workplace for accomplishing positive outcomes.

Apart from this, employability skills are related with the capabilities that contribute in gaining employment and retaining talented

employees within the organization (Riebe and Jackson, 2014). Toddy's time every people tries to enhance their skills for attaining growth in their career. In context of this, employability skills are related with those aspects that support individual ability to recruit appropriate candidate according to workplace. With the assistance of this, they can easily enhance their productivity level. As there are some employability skills that help employee and employer to make them able to perform their best.

- Communication skill: It is one of the important skill that is important for every employees and employer to share their viewer and ideas in effective way. Mainly, it is referring to being clear about what the employees mean and what they want to attain. With the assistance of this both employee and employer can easily execute its activities in most effective manner. If employee have appropriate communication skill than they easily share their views and opinion with their employer and team members as well. Mainly communication skills include nonverbal communication such as body language that they use. In addition of this, it considers as an ability to explain their thoughts with others by using written and spoken form.
- Team working: It is also an important skill through which employees can easily perform their task in a group for attaining common goals and objectives (*Essential employability skills, 2013*). Along with this, employee also responsible for making

better coordination among team members for making them comfortable. This is the crucial skills which helps employer in deriving individual ability to coordinate with other staff members. With the help of this, all the team members easily perform their task and at the same time allotted time frame. Mainly, it is related with the building positive working relationship within the team that may contribute in attaining predetermined target in systematic way. In this context, employer of the company is also responsible for motivating as well as encouraging their workers to take participate in the group activities. By this they easily increase involvement of the employees at workplace. This will directly contribute in enhancing the efficiency level of the company and aligning employee efforts towards one common goal.

- Problem solving: It is important employability skill for every employee to find out the appropriate solution when they face difficulties at workplace. By this skill individual can easily resolve issues and obstacles. In accordance with this skill, it is important for employee and employer to have understanding and patience to derive right and wrong of different business situation to identify the main cause behind the issues. With the assistance of this, they can easily improve their overall performance level at workplace place. This type of skill is important for employee and employer as well because both play vital role in managing as well as executing business activities. Thus, problem solving skills of applicant is

essential for employer because it helps in reducing the chances of unnecessary issues at workplace. Self-management: This type of skill refers to those characteristics that help employee to manage productivity in own performance. With the help of this, individuals can easily manage their task and activities in systematic way. Mainly, this type of skill is related with clear communication, problem solving, time management and many more (Cottrell, 2015). All these aspects help employee at the time of performing their activities at workplace. This will directly contribute in improving efficiency level of the employees within the organization. Self-management is another employment skill which is considered by employer at the time of recruitment because it denotes individual ability to work effectively regardless of dynamic work situations.

- Planning and organizing: It is one of the important employability skill that help employees to effectively prepare a plan for performing best. In addition to this, planning and organizing is related with work management ability of employees like how to do and what need to be done, etc. By this skill, employer and employee can easily develop overall schedule that support them to attain objectives. This will help them in attaining predetermined target in allotted time frame. Under this, as a manager it is important to effectively make plan for entire activities that may

help business organization to achieve set goals and objectives in specified time frame.

- **Technology:** This type of skill is also important for employee to execute task. Mainly it is related with the computer word processing (Ibarraran and et. al., 2014). Thus, it is vital for worker to have proper knowledge accessing basic technical equipment. With the help of this, they can easily handle all the aspects related with the technology. Apart from this, it also includes applicant ability to use social media, web designing and many more that used in the business organization to operate all the activities in systematic manner.
- **Learning:** It is all about understanding new things that may help them in quick adopt to changes. By using this type of skill help employees can easily accept changes and also tries to operate activities accordingly. It supports both workers and employer to effectively manage their own learning towards the specific areas and activities as well.

All these are the major employability skills that make individual able to execute their activities at workplace. If workers have all these skills than they easily make critical decision and also resolve all the complex situation. Along with this, it is also may contribute in making workers able to attain predetermined targets. From all the mentioned skills, technology, self-management, planning and organising are the best skill which may help me in handling all the issues and situation in

effective way. With the use of all these skills, I can easily handle all the activities and situation that arise at workplace. This will be beneficial for me to accomplishing future opportunities in the business organization. On the other side, there are some skills which I need to develop in the future to gain credibility to attain best employment opportunities. In this context, there are some skills that can be understood by following skills:

Communication skill is not effective in me as sometimes I fail in convey clear message to the other person working (Ito and Kawazoe, 2015). Thus, it is important for me to effectively improve my communication skill so that I can easily interact and communicate with manager. For developing skills, I need to use blogging and social media, preparing as well as making oral presentations that make able in attaining positive outcomes. Along with this, working on customer's service is also effective for developing skills of mine at workplace. By this I can easily share my views and opinion with the employer at workplace. This will increase the efficiency level of mine at workplace.

Problem solving: For developing skills and knowledge, it is important for me to improve my skill for handling complex situation. With the assistance of this, I can easily attain future opportunities at workplace (Jackson, 2014). For improving this skill, I need to undertake research with the aim of determining the main cause behind the problem. With the help of this I can easily improve my problem-solving skill at workplace. Along with this, by communicating with another person is

also helping me to determinate a way to resolve the issues that they faced at workplace.

Team working: For attaining common goals, it is important for me to develop my skill to effectively attain the predetermined goals. For attaining the same, I need to perform assignment in a group which may support me in analysing as well as understanding team work. By this I can easily increase the chances of attaining positive outcomes and at the same time also build positive relation with all the team members.

All these are more effective for me to developing the future opportunities to gain credibility at workplace. The main reason behind this is skilled employees which help business organization to attain their set target. If employees have sufficient knowledge and skills than they easily coordinate with all the business activities in order to make all the function appropriate.

Furthermore, employability skills are not only important for employees but also necessary for employer because both contribute in making overall performance of the company more effective. If employer also having all these types of skills than they easily manage and control entire activities. This will directly contribute in enhancing the chances of accomplishing goals. For example, if employer has better communication skill than they easily communicate with their staff members over common goals and values of working (Ju and et. al., 2014). By this, they identify issues and concern of the workers and also tries to provide them better solution. The focus of employer is on

employability skills to employer develop positive and healthy work environment which is beneficial for coordinating and cooperating efforts of workers. On the other side, if manager is able in team working than they motivate and encourage their workers towards the allotted task. It helps in making them able to accept all the complex situation in appropriate way (Pinto and Ramalheira, 2017). Problem solving skill is also effective for employer to look out the issues that faced by the employees at workplace. For this, employer needs to communicate with employees with the aim of analysing their issues and at the same time also provide them appropriate ways to resolve problems in most effective manner.

CONCLUSION

From the above-mentioned report, it has been concluded that employability skill plays a vital role in improving overall performance of the company and its employees as well. In this context, various employability skills are there that help employee to attain their targets at workplace. Communication skill, problem solving skill, team working skill, technology related skill, self-assessment skills and many more are the major skills that are required by the workers to execute and implement business activities in systematic way. In addition of this, it is also important for employer to focus on applicant having all the employability skills so that they can recruit new talent for business organization. All these skills of employees and employer directly contributes in success of business organization.

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