

Higher Education in Skills in The Workplace

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Academic and Employability Skills in the Workplace

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Title : A reflection on suitable employability skills I have used as required for a working environment in the Kitchen design marketplace and desired employability skills for a digital marketing platform.

INTRODUCTION

My report will be based on past positions of employment in the kitchen design and sales marketplace and the skills acquired. This will be compared to the new perspective of CEO for a start-up Digital Platform as management seeking to take on staff. Starting with the fundamentals; time and task management and comparing the variables which will be of a particular advantage in the working environment of a digital website. The report will look to analyse the effectiveness of desired employability skills.

MAIN BODY CONTENT context

Having worked as a consultant for two of the leading Furniture suppliers in the design of Kitchen and Bathrooms, there were a number of employability skills developed for productive performance in sales. The Company Structure have dedicated departments working on company programs templated, monitored and tested by branches across the regions in order to streamline efficiency. Beyond the qualification required to be accepted (Qualification, CV and transferable skills for the position of Design consultant, day to day self-management and interaction with both customers and Management within the stores gave ways to improve; either through the experience of top performing consultants right through to emulating interpersonal traits of confidence and other skills with engaging customers old and new for improved results and performance. With hands on experience as well as training modules devised from the respective company management hierarchy. Constant development through performance was developed.

The interaction between customer and consultant happened from the shop floor with general enquiries for assistance to arranged appointment at customer homes to measure the spaces for intended Kitchen ranges. Confidence was based on that of the company and volume of sale made national. Interpersonal skills such as reading body language, prompting response impulses were promoted and used. Efficiency with time management# for setting appointments to processing orders and design planning was structured by well planned and tested templates and adopted as the means of streamlining performance and interaction between management consultants and product suppliers.

WICKES CONSULTANT ref>Prioritising Processing on a weekly and monthly schedule

[Name -initials -Date Title- Publication] Citations

As a core methodology to the customer journey with a consultant, Pareto's 80:20 rule

[Name -initials -Date Title- Publication] Citations is used in the task fulfilment and time management tracker for staff to assist with self management. Update reporting to line managers for performance measures were also monitored by the effective use of this application.

KEYS METHOD

2.EISENHOWER METHOD Mental Hygiene. (References)

[Name -initials -Date Title- Publication] Citations

Carefully constructed personal questionnaires should be used to rational the choice of candidate seeking to move beyond unique talent. Such methods can be used for both staff and customer enquiries, prospecting or problem solving. Structured for desired end results.

FINDINGS

Interpreting the design requirement of customers from a digital perspective. Apply the Eysenck personality inventory method questionnaire (Eysenck and Eysenck, 1975) Morgan P.(2017) pg42 in line with the verbal testing is in-line may vary with the quick survey approach of the online point of operation (ie: Short surveys and questionnaires) where the emphasis is on speed, provision of time resource fulfilment to the relative new skillsets required for blogging and social media engagement, based on platform interaction. The digital networks super-imposes the visual content over the 'face to face' interaction.

From a different approach, Free thinking creative solutions (Source ref)/ Softskills using various medias ranging

from article writing to video editing all require processing skills. Communication skills for writing and talking taking a more visual method of interaction. Instant gratification with downloadable content options now providing end results in contrast to the human exchange of expression and engagement.

[Name -initials -Date Title- Publication] Citations

Defined Skills 1.Time Management – Organising Self, customer appointment setting, management conferencing / updating review meetings / note taking#

4. Ambition / Passion / ability

Free thinking working under experienced guidelines to produce end results. More than simply being a part of the team but showing commitment to the creative expression of the platform using visual media.

- Use / Delegation – Outsourcing option

Team players

ANALYSIS

While soft skills such as credible curriculum vitae and the basics in writing skills would be the normal filtration for a good candidate, networking in foreign languages and a sense of proactive engagement would be promising attributes for a team member. Simplicity of use for those showing particular interest in a platform for marketing and selling on the likes of Facebook or Instagram may have initially be lead by social activities. Education in the marketing processes have transform the opportunities to use such platforms effectively for marketing and to produce a productive income. Rather than a means for simple social interactions. Kolb's experiential learning cycle (1984) theory

[Name -initials -Date Title Publication] Book Citations

lends itself more to the out of the box creative solution process for meeting the needs of online marketing results than the systematic formula of SMART Goal setting

[Name -initials -Date Title Publication] Book Citations

with Pareto's regulation of results. Providing services as solutions from an array of digital platforms between product supply and digital content end users has replaced the teach, advisory skillset of experienced consultants.

WHAT makes you employable

Use of technologies to complete skill tasks

Following and leading mind set

Creative expression promotion and ambition – Automation

CONCLUSION

The use of technology has impacted our provisions of service, with personal interactions and processing of general tasks in the workplace dramatically within a relatively short time scale. What used to be required as personal face to face contact with customer and provider has quickly become a service without the need for direct interpersonal skills but replaced with automation (Outsourcing skills and personal virtual assistants) as online solutions. While transferable skills such as organizational, interpersonal, leadership and communication skills are still the basis of productive interaction, the context in which it needs to be used has a different landscape from which to operate. The restrictive linear process has broadened to encompass an out of the box processing style in which to provide solutions to marketing needs between the product owner - supplier and the end consumer. Individual interpretation in formulated structures are now a team group collaboration of mind mapping and problem solving from a digital perspective.

BIBLIOGRAPHY

EYSENCK PERSONALITY INVENTORY (EYSENCK AND EYSENCK,1975) Morgan P.(2017) pg42 *The Business Student's Guide to Study and Employability*. Sage.

