

Academic and Employability Skills (BMSW4001)

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TABLE OF CONTENTS

INTRODUCTION	3
MAIN BODY	3
Employability skills: The skills you need to get a job	3
Importance of employability skills for workplace success	4
The role of employability skills in the personal growth	5
Ways to develop employability skills	6
CONCLUSION.....	8
REFERENCES	9

INTRODUCTION

Employability skills are defined as all such potentials that are needed to employees for meeting up the requirements of a respective designated position role in an organisation. This report would provide precise information over employability skills needed to employees in order to progress in their career as an airport manager. Therefore, in this report different articles will be discussed that talk about employability skills needed to employees' as part of the organisations.

MAIN BODY

Employability skills: The skills you need to get a job

Employability skills are the skills employees in company needs to possess in order to meet the responsibilities attached with the designated position role in company. Employability skills are segregated into soft skills and hard skills (Employability skills, 2020). Both types of skills have its own significance for the employees to achieve the overall objectives behind the designated position role in company. Following skills are primary part of the employability skills.

Communication skill: Communication skill is defined as an art to communicate with other employees and stakeholder associated with the organisation. This skill allows employees to communicate about different operations and aspects of the company's functions. Communication skill is a major skill as in every organisation employees' needs to communicate about each and every single aspect related to the functions of the company with other employees or the management part of the organisation (Bano and Vasanth, 2019). Communication is further segregated into verbal communication and non-verbal communication. In case of verbal communication all ideas are shared verbally without any written document. This is a fast way to communicate a message. Non-verbal communication is more based on written format. All messages are written and communicated with other individual involved in the communication. This is more professional as it involves proof of communication also.

Emotional intelligence: Emotional intelligence is all about utilising the emotional side of employees while performing the individual role and responsibilities in organisation. This is about to recognise, understand the situation and analysis the situation in the best way possible. This is also an important skill needed as an employee in the organisation.

Team working: Team working is all about working in a team. This is an important skill needed for every employee as part of the organisation. In companies every operation is segregated into individual teams, with all the professional who possess the skills and abilities requires for performing such specific duty. Team working allows organisation to perform each and every function with the utmost efficiency.

Conflict resolution: Conflict resolution is all about solving the issues that arise at the organisation. Conflict resolution is also an important skill needed for employees' part of the organisation (Hart, 2019). This is about to identify the proper solution for a specific problem. Employees possessing this skill carry a huge growth potential in the organisation. Based on the interest of the company, employees need to face the problem associated with the functional activities of company.

Decision making skill: Decision making is among the major skill needed for every employee associated with the organisation. In organisations employees needed to take many decisions to perform the individual role and responsibility in the organisation. This employability skill allows employees to perform the individual role in the company effectively. This employability skill guides employee's part of the company in respect to each and every decision they take to perform the individual role in organisation. It's important for the employees to know that every time they take any decision, the interest of the organisation must be prioritised by employees of the company.

Analytical skill: This is a hard employability skill. In business analysis this plays a huge role in order for employees to perform the duties. Employees need to analyse the situation to meet the requirements attached with the designated position role in company. This employability skill allows employees of companies to analyse and take the best decision in the best of their own capacity in the organisation. All such employees carry a good analysis skill and prove as an asset for the organisation.

The above-mentioned skills are the key employability skill employees need to perform the individual role in the organisation. All these skills support employees to achieve the best level of work efficiencies in the organisation.

Importance of employability skills for workplace success

Employability skills play a huge role for employees to perform the individual role and responsibilities at the organisation. All the employability skills drive employees of the company

to achieve the best level of work efficiencies. This also allows employees to enhance the growth perspectives in the company. Different skills like communication, analysis, decision making, and other skills allow employees of the companies to perform the operations in the best way possible. These skills also support organisation to expand the growth potential even in competitive environment. Employability skills also support the employees, not just to achieve the best level of career objectives at the internal level of organisation but also it allows employees to enhance the growth potential externally as well (Yawson and et.al., 2020). All such employees carry the maximum employability skills to get more chances to grow in the organisation as compared to such employees who do not carry many skills to perform the assigned job role in the organisation.

Skills like decision making, delegation allows employees to achieve the management position role in company. Management and leadership of the company also show much interest in such employees who have more potential to do the respective job in the company. It can be stated that employability skills are the biggest weapons employees possess to perform the respective jobs in company (Importance of employability skill, 2020). They guide employees to achieve the best level of work efficiencies. Many times, employability skills guide employees in such a way that they require less time to perform the respective duties in the company. Many companies also channelise the employee development program in company so that employees of company get more chances to grow the different employability skills required at the job. These training sessions are taken by professionals and experts involved in guiding employees towards these employability skills. The training sessions helps employees to acquire new employability skills along with polishing the existing skills to achieve the best level of work satisfaction at the workplace.

The role of employability skills in the personal growth

In this dynamic and modern era, there are employability skills that play excellent role in the terms of personal growth (*Employability and Self-development*, 2018). Currently well-developed employability skills are enough to a person for growing itself at any place. In this modern era, most companies and businesses within the market very much like to buy only such employees or people in their business environment who have well developed skills of employability. This is the main reason that everyone should be developing all these skills of employability. Basically, communication skill, decision-making skill, problem solving skill, team work skill etc. are some key employability skills, so that everyone should take some quick

decisions towards developing its various employability skills to get very appropriate outcomes. Personal growth is very necessary in this highly competitive market to get extra-ordinary competitive advantage. Currently there are lots of ways or methods simply available to a person for developing its various skills of employability. For example; a person can participate in different training and development seminars and sessions to systematically develop or improve its various skills of employability.

Nowadays, each person wants to achieve better outcomes in its personal life, in which personal growth or development is very necessary to achieve these. In this situation, people should be focused on the development of its employability skills, because after having excellent skills, anyone can easily complete its various tasks and activities in very specific manner (Sedlan-König and Mia, 2017). At the end, they will result in very appropriate outcomes. According to different personal development coaches and trainers, developing employability skills is the most appropriate ways for different people to develop or grow themselves. No person can achieve very excellent outcomes without developing its skills. All these skills are playing a key role in the personal growth.

Ways to develop employability skills

Currently there are lots of easier ways available to a person that can contribute in the development of various employability skills, in which everyone should be using all these skills to effectively developing their skills of employability. In this situation, some key ways of developing skills has been discussed below;

Advance own education

By taking ordinary education, no person can achieve better outcomes, and also this is type of education the does not highly contribute in the development of employability skills. In this situation, every person should be guided with some proper steps towards advancing its own education. Basically, advance education is very essential in the terms of developing various skills of employability (*How to Improve Employability Skills*, 2020). Advance education generally presents extra-ordinary education, so that people should avoid to participate in the ordinary education system, because this system is not much favourable in the terms of developing all these

skills. Everyone needs to focus on taking advance education, because this too is appropriate way to develop or improve various employability skills.

Adopt learning approaches

This is another key step in the terms of developing various employability skills. Basically, people should adopt different approaches of learning, because it is very necessary to a person to effectively develop its skills of employability. Currently Cognitive Approach and Behaviourist Approach etc. are two key approaches of learning that can contribute in the procedure of employability skills development. However, currently lots of people takes many advantages through these cognitive and behaviourist approaches of learning.

Become self-motivated

Self-motivation is important too in the terms of developing employability skills. In this situation, everyone should try to be highly motivated in its personal life to get excellent results. After being highly motivated, a person is able to enjoy its process of skills development (Abuzyarova and et.al., 2019). Self-motivation enables everyone to be highly enthusiastic for conducting the development of process for employability skills. This is the main reason that, self-motivation plays very appropriate role in the development in these skills.

Try to interact

A person needs to try interact with different people as well, because proper interaction always adds some productive values in our personal life. There are people who should try to interact with those personalities around them who already has well-developed skills of employability. After interacting with such personalities, anyone can gain some productive technique for having various well-developed employability skills. According to various personality development trainers, interaction is very necessary to any person for knowing new productive things and for learning many new things in the terms of developing its own personality. That's why everyone should properly consider the value of interaction to effectively develop employability skills.

Conduct SWOT analysis

This is one of the best ways to develop different employability skills to everyone. Basically, SWOT is an analytical tool that supports every person or business to know their key internal factors. SWOT term generally represents four major internal factors called, strengths, weaknesses, opportunities and threats, in which after knowing these all internal factors anyone can simply take different actions towards dealing with the impact of all these factors. In this situation, after conducting this analytical tool, a person will be able to know, which employability skills are its strengths, which skills that person has weaker, opportunities to that person who enable to improve its various skills, and threats that negatively impact its procedure of skills development. That's why after conducting SWOT analysis, people will simply be able to develop their various employability skills.

Create a PDP (Personal Development Plan)

After conducting the SWOT analysis, everyone should be focused on creating an effective personal development plan (Bano and Vasantha, 2019). Basically, this plan has contributed in the development of skills which people have in the weaker condition. Currently many of the people across the world are developing their different undeveloped and ineffective employability skills with the support of PDP.

CONCLUSION

On the basis of the above findings, it can be concluded that employability skills play very essential role to everyone. These skills provide a progressive path to different people to get high success. It also can be concluded that, there are various productive ways available to people which can support them for developing their various employability skills, so people should consider all these ways of development.

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