

Skills for the Workplace

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Introduction

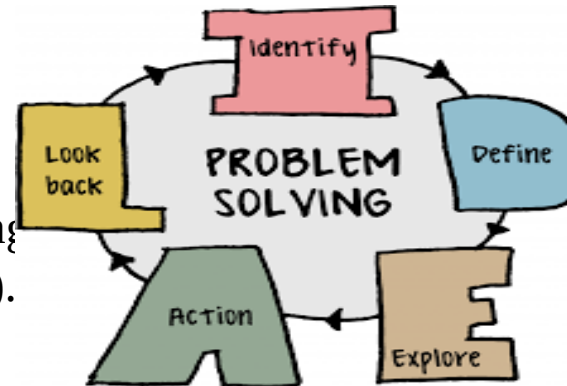
- Every employees and students need to develop their employability and academic skill because it will enhance strengths and remove weakness of the individual.

8 skills you should have

- *Communication.*
- *Teamwork.*
- *Problem solving.*
- *Initiative and enterprise.*
- *Planning and organising.*
- *Self-management.*
- *Learning.*
- *Technology.*

Employability skills

- The employability skills are also called as soft skills that is essential for success in the working place.
- **Teamwork-** The good team working skills is the influencing ability to perform in the harmonious manner in accomplish company goal (Oberländer, 2020).
- **Problem solving-** The skill of problem solving recognise issues and their implications to provide clear understanding regarding problem solving (Oliveri, 2019).



Career plan

- From supervisor to a successful manager

Opportunities

- I have opportunity to grow up on the company i work for the moment. It is a big company, with a lot of opportunity and i want to seize the opportunity and be prepared for new challenges in the future.

Strengths

Dependable

- reliable and loyal

Flexible

- quickly adapt to changes

Self-motivated

- disciplined without the presence of a supervisor

Optimistic

- displays a positive outlook toward events

Communicative

- connecting with others over a variety of mediums

Emotionally aware

- use empathy to reduce conflict with coworker's

Trustworthy

- someone who is honest and can be held accountable

Problem-solver

- evaluating a situation and providing solutions

Weakness

- Leaving projects unfinished.
- Providing too much detail in reports.
- Shifting from one project to another (multitasking)
- Taking on too many projects at once.
- Taking on too much responsibility.
- Timidity to speak in public

TIP

Focus on steps you are taking to improve on your weaknesses, and avoid mentioning weaknesses in skills that are important for the job.

don't come across as too arrogant and perfect

If you decide to mention a hard skill, make sure it is not a skill necessary for the job.

Conclusion

- From the above report, it has been conclusion that aim of professional enhancement can be achieved by improving skills and knowledge of academic and employability.

References

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