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1.0 Introduction

The purpose of this report is to evaluate the importance of employability skills to employers and employees. This report will help discuss the importance of a suitable workplace environment and how candidates with suitable skills set matter to organisations in general and currently. This report will help determine what are the most important skills to have for the workplace and why. The report will include research from several referenced articles, textbooks, journals and internet sites. Employability skills are vital in today's workplace to help employees reach their full potential. Having key skills will be favourable to employee's future career and help future job opportunities as well as retain current job positions. The key skills that will be discussed are resilience, time management, emotional intelligence and digital competency and how and why employees and employers apply and implement them. The author will discuss the importance of soft skills to ensure employees lead a more well-balanced comfortable life. An analysis of why more jobs involved working from home during the Covid-19 pandemic and the advantages and disadvantages it imposed. A conclusion will also be included which will compare the skills needed to succeed and thrive in a working environment. The report will be submitted on 02/07/2021.

2.0 Main Findings

2.1 Employability Skills in Today's Workforce

Employability skills can be defined as required transferable skills, so an individual becomes more employable. Employers tend to set the needed skills they seek from employees. The skills chosen are so the employees can carry out the job role efficiently (STEMNET, 2021). Similarly, Kaplan (2020) states that employability skills are “soft skills” as they are different to work experience and technical know-how as these can be applied to most jobs whereas employability skills are personal and can make a person more marketable. Employability skills are important in today's workplace as they are needed in most jobs these days. The common skills that make staff more valuable to a company are attributes such as resilience, time management, emotional intelligence, teamwork and digital competency. Employability skills allow individuals to work well with others in harmony (Doyle, 2020). Possessing such skills will stand well in enhancement of the professional sector and help in providing a promising career in the workplace and the industry.

2.1.1 Resilience

Resilience is a good quality and will be beneficial to an employer as it demonstrates the ability to overcome hurdles, adjust to changes and overcome problems that will come up in the workplace. Resilience can help employees to overcome problems and negativity in the workplace. Through self-belief and finding the confidence to try again in will lead to becoming successful in the area (University of Surrey, 2017). The reason resilience is important in today's employability sector is due to the changes in the job market. Resilience will help the employee during difficult times and combat stress that comes with the job and lifestyle. At the start of a career individuals need to be prepared for the highs and lows which will build resilience. Employees will need to be able to focus to find the gap in the market and turn them into opportunities. Employees need to keep an open mind to change with the current climate and need to be actively willing to improve oneself by taking on board criticism and learn from mistakes and in turn willing to learn

and stay focused through the difficult times. During the Covid-19 crisis it has not just hindered the norm but has torn apart small to large companies in to recreating new norms (Edenhouse, 2021). From an employer's perspective it is vital to still offer services and manufacture goods in a Covid-19 safe workspace. Employer's resilience can be built on in terms of preparations on actions taken to minimise risks on future unprecedent times. This can help avoid closures of many organisations.

2.1.2 Time management

Management of time is taking control over how it is spent and making appropriate decisions on how to utilise it (ILM, 2007). Organising time each day will help structure time needed to complete tasks. By setting daily targets will help people stay focused and be proactive in completing tasks (Indeed, 2021). It is important to have good time management skills as this can help an employee reach the end goal and work their way up the professional ladder. It is important to demonstrate this skill during work. For example, if it is an employee's target to make five sales in a day, the employee will need to research the leads with the most suitable clients or buyers to boost employee sales by setting the basic steps to obtain the sales. By structuring time in an efficient manner sets the basic steps to hit sale targets. Organisation of time can reduce stress and boost motivation as careful planning on execution of tasks can not only boost morale amongst peers but also leave employees confident in work related matters and lead to a healthy work life balance. It has been argued that poor communication from managers can lead to serious implications on times management (Workplace, 2021).

2.1.3 Emotional Intelligence

Mayor and Salovey (2004) state that emotional intelligence is a process which involves monitoring, managing and understanding of emotional states of oneself and others to solve emotion led issues and to approach the subject with a learned capability. The benefits of possessing such attributes (emotional intelligence) can assist in successful workplace performance. Riopel (2020) states that emotional intelligence can be developed overtime and in doing so can enhance workplace achievement. Emotional intelligence can be recognised as an ability whereby an employer acknowledges employee's emotions and

structure a relationship with the employee to help the employee be the most desirable candidate to the employer. The employer can work out the best candidate to fit in the team. The employer having emotional intelligence is a key to success as appropriate evaluation can determine best job roles for employees based on skill set (Mindtools, 2021). The five key areas to evaluate are self-awareness, self-regulation, motivation, empathy and social skills. An emotional intelligent management would create the ideal work environment by understanding of how workers thrive and implement practices such as promoting and protecting the well-being of employees (Souders, 2020). Emotional intelligence is a vital factor in having success in life and emotional competencies plays a key role in the workplace as it influences the interaction between colleagues especially with job performance equating to job satisfaction. Emotional intelligence is a highly effective quality in a person's life span. Emotional intelligence is valued highly as managers believe the quality improves management, relationships at work and helps with problem solving (Very Well Mind, 2020).

2.1.4 Digital Competence

According to Education Wales (Welsh Government, 2018) digital competence is defined as a set of skills which involves knowledge and confidence in using technologies and systems. Most organisations require employees to have computers skills as there are very little professions out there that do not require use of a computer (Kaplan, 2020). A person is regarded as digitally competent by the handling of data and computational creativity. It is prevalent in today's society to be digitally competent as there is rapid development and growth in the way the digital world is reliant on in the business world. Job seekers are seeking in learning the current technological advancement for job security (Gustein and Sviokla, 2018). By equipping employees with the necessary skills will ensure a digital culture in the workplace and there are several benefits in doing so such as:

- An increase of productivity- with the correct training tasks that involves digital documents can be efficiently acquired, stored and shared. However, if not taught properly this can leave a negative impact on the organisation.
- Competitive edge- 90% of jobs requires forms of digital input and so the demand is high for technical advancement in the workplace to give a

competitive advantage in the market. The right training can help stay ahead of rivals.

- Build customer relationships- as customers interactions are more dominant on digital channels, businesses need to ensure a quality online experience. Employees need to engage with consumers by building relationship over online channels (Barker, 2018).

2.2 Employability Skills and its Changing Nature Over Time and the Reasons for Changes

In the wake of the coronavirus pandemic remote working has become standard. This has however led people to decide how best to utilise time (time management) for work and home life. As a result of less commutes employees were reporting of a better balance due to working from home. However, this has blurred the boundaries of the two and has led to burnout. The responsibility falls on the employee to organise time wisely and employers need to give freedom by flexibility around time (Workplace, 2018). Emotionally intelligent employers that demonstrate empathy towards employees creates a sense of belonging and inclusion. This has been demonstrated through placing autonomy on employees, but this too can be a downfall as some seek instructions and lack self-competency (Gov.UK, 2014). During the pandemic there has been a significant shift in organisational behaviour and rather seeking the traditional experiences and skills for specific roles, employers are looking for employees who can adapt to change that are introduced. To avert organisational crisis traditional roles and responsibilities needed an entrepreneurial outlook. The “talent” needs to work within a flexible company and so having flexible skills would be fitted to where needed (Personnel Today, 2020). There has been a rise in demand for knowledge-based industries so higher-level skills are more in demand. The public sector is investing in training staff to accommodate structural changes such as recession. Between 2008-2009 it has been reported that 84% of jobs that had been lost were unskilled and manual occupations. Those who were in knowledge-based industries were less affected and had seen a growth despite the recession. The future shape of the working sector identified soft skills and hard skills (qualifications) as a vital component for future longevity of success in the UK (The Work Foundation, 2010). Djankov and Saliola (2018) state that over the century technology and machines have replaced many workers. However, technology has created far

more jobs (Gregory et al. 2016). The digital economy does not require physical presence, so the boundaries have expanded. Businesses online are thriving from intangible approaches such as software and digital platforms. Technological advancement in the workplace has enabled companies to increase the pace of tasks and products (Djankov and Saliola (2018).

2.3 Importance of Employability Skills.

Known as soft skills in the professional world, though hard to measure these are often necessary to signify a well-rounded individual who demonstrates interpersonal know-how through character traits (Atyla Foundation, 2021). According to UCAS (2021) jobs are ever changing with career paths moving in several directions and are no longer linear. More than ever employees are working for different sized organisations and so it is essential for future careers to require particular skills and expect employees to be adaptable and flexible to up-skill which will be suited to most businesses. Indeed (2020) suggests that with any job there are a few skills that should come as standard as this makes the candidate more desirable. Skills such as communication and teamwork are needed in all types of jobs. Employees who can eloquently express through effective communication and teamwork are recognised as someone who can listen, negotiate and collaborate individually and in a team. These are seen as positive traits and are needed in daily operations. Leicester University (2021) state that more often employers are looking beyond subject area of graduates and are placing importance on more generic skills acquired. Possession of soft skills are seen as highly significant when recruiting candidates. Kaplan (2020) states that in a competitive job sector it is vital to stand out from the crowd and employability skills does just that. Employers making decisions on ideal candidates seek those who demonstrate such skills.

3.0 Conclusion

In conclusion to this report the author can determine employability skills are vital in today's working environment with skills such as having resilience, time management, emotional intelligence and digital competency. Employability skills are important as it gives the employer the chance to analyse the employee to determine if the person can work in a team and can they work in harmony with others and by themselves. Employability skills such as resilient

attributes are very important to have as it helps employees overcome difficulties and adjust to change and improve. Resilience will help the employee during difficult times and combat stress that comes with the job and lifestyle. Resilience will also combat any negativity that come with change. Time management is critical in taking control on how organisation takes place and utilising it by structuring daily tasks to meet the targets by importance. Emotional intelligence is a procedure which can be to an asset by managing and listening and be in tune with employees' state of mind. This can be done regular by checking up on your employees by asking them on how they are dealing with work life and home life. Also, through teamwork employees can demonstrate assertiveness and confidence. This will help ease employees' issues in the workplace and build confidence to approach their capability of learning to help build a successful workplace performance. Digital competency is an asset to possess alongside qualifications as most jobs require some forms of technology and most employers seek knowledge in this field. During the Covid-19 pandemic working from home has become the norm. It has made employees evaluate how to best manage time to balance out work life and family environment but also recognise the boundaries of both and know when to stop working. Employers seek the best candidate by which candidates demonstrate best skills in decision making, problem solving and those who stand out from the crowd so the job role can be fulfilled adequately.

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