



# EMPLOYABILITY SKILLS

ANAMARIA LAVINIA SERBAN  
CRN- 2028155  
PROF. JOY BOTU





# Introduction

Employability skills are skills that can be applied to almost any employment. They entail the acquisition of skills, information, or a mindset that makes you more appealing to employers. Employment skills, soft skills, work-readiness skills, and foundational skills are all terms used to describe employability abilities. They frequently enhance your performance, reduce errors, and encourage collaboration.



# SWOT ANALYSIS

| STRENGTH                                                                                                                                                                                                                                                     | WEAKNESS                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>reliability;<br/>enthusiasm;<br/>integrity;<br/>patience; loyalty;<br/>flexibility;<br/>willingness to learn;<br/>decision making<br/>Ambitious</p>                                                                                                       | <p>maintaining high standards for acceptable behavior in all aspects of work and life;<br/>Self-Criticism<br/>Public Speaking<br/>Too Detail-Oriented<br/>Impulsive</p>                  |
| OPPORTUNITIES                                                                                                                                                                                                                                                | THREADS                                                                                                                                                                                  |
| <p>attending to details and correcting errors;<br/>taking initiative to recognize and complete work needing to be done;<br/>committing to optimized performance and continuous improvement;<br/>Developing self awareness<br/>having a positive attitude</p> | <p>modifying work style based on the demands of the situation;<br/>offering to work overtime or change work schedules to accomplish goals<br/>Balance work and personal commitments.</p> |

# TIME MANAGEMENT



Is the capacity to plan and execute control over the amount of time spent on specified activities in order to achieve goals in a timely and effective manner. Included is timeliness, which is described as the capacity to finish work and meet obligations on time.



# TIME MANAGEMENT

1. **Can lead to the following:**
  - a. **greater productivity and efficiency**
  - b. **better professional status**
  - c. **less stress in the workplace**
  - d. **increased opportunities for advancement**
  - e. **greater opportunities to attain important career goals**
  - f. **providing reliability**
  - g. **building personal relationship**
  - h. **inspiring others**

# PERSONAL DEVELOPMENT PLAN

- being willing to contribute to any task
- giving extra time and energy needed to exceed expectations
- demonstrating interest in peers' methodologies and skill sets
- asking questions and taking notes in meetings and other group settings
- participating in professional workshops, continuing education and training opportunities
- evaluating and learning from past decisions
- investigating and considering diverse perspectives, especially those with experience or expertise

# EXAMPLE OF SKILLS NEED TO WORK AS A HEALTHCARE ASSISTANT

- Caring
- Compasionate
- Kindness
- Sensitive
- Good communication Skills

- Courage
- Understanding
- Respectfull
- Supportive

# Resources

1

<https://uk.indeed.com/jobs?q=health%20care&l&vjk=e2aa> [Accessed 21 July2021]

<https://uk.indeed.com/jobs?q=health%20care&start=10&vjk=86671d3277e9186e> [Accessed 21 July2021]

[20 Strengths and Weaknesses for Job Interviews in 2021 | Easy Resume](#) [Accessed 24July2021]

[What Are Employability Skills? Definition and Examples \(thebalancecareers.com\)](#)[Accessed 24 July 2021]

[Examples of Strengths: Personal and Professional \(yourdictionary.com\)](#) 0de0b272d577 [Accessed 26 July2021]

[Employability Skills: Definition and 10 Examples Indeed.com](#) (2020) [Accessed 10 August 2021]