

Academic and Employability Skills

Analysis of Relevant Employability Skills

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1. Introduction

This module was specifically designed to learn the academic and employability skills which are and will be utilized in personal and professional life.

This assignment is based to analyze the relevant employability skills which an individual have or which it requires in the future for ones professional career or in search of job opportunities. And also an individual needs to regard the employer's perspective.

2. Employability Skill

In this day and age there is a huge list of employability skills which employers expect to have in their employees apart from the specific job required skills. The report will be focused on the most critical required skills in the market by almost any employer. Some of them need to be enhanced by an individual and some of the needs to be developed. Also these skills will be briefly discussed with regards to their pros and cons.

Below is the most critical list of employability skills

- a) Communication**
- b) Teamwork**
- c) Problem Solving**
- d) Academic Skills**
- e) Planning and Organizing**
- f) Self-Management**
- g) Learning**
- h) Technology**

These are the major skills which are handy in almost every job role apart from its perspective requirements.

a.) COMMUNICATION

The ability to convey the message in an effective way is called communication. Employers expect this skill at the very beginning of the recruitment. Actually this is the skill which is involved to apply for the job. Applying for a specific job role requires a certain type of communication skill (which will be explained further) where a recruiter sees the ability of an individual that how good an individual for such job role.

Communication can be a verbal or a non-verbal communication. To clarify the difference among these types of communications, below is an explanation of it.

Verbal Communication:

The communication through speech is a verbal communication. This communication can take place in different ways. It can be via a source of medium like phones, video chat or person to person. With verbal communication there is an advantage to express the words and make other people understand what an individual means.

Non-Verbal Communication:

This type of communication skills involves sending and receiving message in a written form. This type of communication can take place through different source. It can be paper based, via email, via text message and many more.

Although this type of communication generally takes place in corporate sector but it has flaws in it. This type of communication is very sensitive. No matter how much clear the sender has sent the message, the message cannot express the meaning of it and it all depends on the receiver's ability that how the message is understood.

b.) TEAMWORK

The ability to achieve a goal working with a group is a team working skill. The employer does not only require an individual to perform on its own but to be a team player as well.

To achieve the best result as Team player, an individual should understand these as mentioned below:

- As an employee a person should have the ability to work as a team.
- To achieve the organizational goals an individual must be able to understand the needs and contribute accordingly.
- As an employee a person should be able to work within the culture of the group rather than standing alone within the environment.
- A person should be able to plan as a team player and make decisions accordingly.
- Should be able to respect the others opinion within the group.
- Should be able to lead the team when it is necessary to mobilize the high performance of the team.

c.) PROBLEM SOLVING

This type of skill involves an individual's academic and professional abilities and shows how much an individual is capable of solving a problem.

Solving a problem involves many steps to do it more efficient and effectively.

- Understanding the problem itself and breaking it down to smaller tasks
- To identify the major issue of the problem
- To identify the solution of the problem

- To implicate the best of its knowledge and solve a task from different areas.

d.) ACADEMIC SKILLS

This skill is the foundation of an individual to perform the best of its abilities. A person should not only be well educated as per the requirement of the job but should also have an ability to learn and progress continuously while performing at its best. This skill involves a person not only to learn but to think and to be creative and to introduce new ideas for the betterment.

e.) PLANNING AND ORGANIZING

An individual should be able to plan and systematic to meet the targets and the deadlines of the work. High performance involves the continuous monitoring of the work and to make sure that everything is working as per the plan to meet the targets and the deadlines.

f.) SELF-MANAGEMENT

Self-management or personal management is not a skill but it is a combination of many within itself. Below is the summary of those skills

- Optimistic behaviour and attitude personally and professionally
- Self esteemed and to be confident about itself as per the abilities
- Ethical and Honest
- An optimistic approach to learn and to grow
- Determined, enthusiastic and energetic to get the job done
- Be responsible to set priorities in personal and professional life
- Should be able to responsibly set goals as per the requirement
- Ability to use resources efficiently like time, money to get the job done
- To be able to adapt change as per the requirement
- Respecting and recognizing and of the differences and diversity of the co-workers

g.) LEARNING

This skill is for those who want growth not individually but as a team player. In professional life many individuals think that getting a job was the last thing to do and to hold it what they have to focus on. There is nothing to learn more as they have

learned enough to be what they are and that is true a lot of people stick with their job for their whole life and never think of growing and progress. But what they don't know that regardless of their will they learn everyday some new not only professionally but personally as well. Learning is something which will never end. The organizations expect the employees to be adaptive and learn everyday for the high performance. Giving its best is not what an organization is looking for. To make an organization to grow gradually is what it expects from its employees. Learning ability is something which is not concise just to an individual's professional career but it also enhances its personal growth.

h.) TECHNOLOGY

Technology is not only related to gadgets or so. In my opinion technology is something which evolves the ability to perform a task more efficiently and effectively. Technology is something which saves time, money, energy and has an ability to bring a drastic change. To explain is in a better way let's just put an example of a mail. Back in old days a sender uses to write a mail and for a receiver to receive that it use to depend on the distance and the time it takes but with the help on technology it has changed astonishingly. Now it is just the matter of minutes as a sender can send an email which can takes seconds for a receiver to receive it.

In this era the life itself is incomplete without technology. The world is changing drastically so as the technology. Technology is evolved in almost every business sector. Apart from the specific job requirement the organizations expect the individuals to have some skills related to technology like operating computers, using MS office, job related database software etc.

3. Conclusion

Although there are many employability skills which can be explained but they might be précised to specific job roles or may be to individuals. Every employability skill is the one which has its pros and cons but majorly they have the sound and power bring change and enhance the abilities of an individual.

Reference

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<http://www.youthcentral.vic.gov.au/jobs-careers/planning-your-career/employability-skills>