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INTRODUCTION

This report aims to analyse relevant employability skills that I possess and also need to improve or develop in the future which would be beneficial to my success in securing a great job.

The skills I will be analysing are:

- Presentation skills
- Team-working skills
- Leadership skills

These skills are some of those grouped under what employers identify as soft skills or people skills which is critically examined during job interview processes and also in leadership roles.

PRESENTATION SKILLS

Definition:

A presentation is a process where an individual shows, expresses, or explain something to a group of people. (Merriam-Webster, 2018). Presentation can also be defined according to Collins English Dictionary, (2018) as the set of techniques and skills required to successfully present oral information to others. It is therefore evident from these definitions that possessing a good presentation skills is seen as crucial at the workplace.

Importance of Presentation skills in the workplace:

Presentation skills are integral to the day-to-day activities at work. Starting from simply relaying a message to colleagues, giving information and also exchanging views in a group project to mention a few. Presentations happen directly and indirectly therefore grasping the art of doing it correctly in the workplace produces a positive and progressive outcome and environment. Thinking about presentations in general takes the mind to the

formal method where one is meant to have an audience listening to or assessing performance whilst interactions with colleagues can be categorised as informal presentation.

Effective presentation skills can also lead to career progression because it shows confidence, great self-esteem and ability to share ideas and opinions. Kennedy (2018). He is also of the opinion that verbal and non-verbal communication gets sharpened from presentations. Another important factor highlighted by Kennedy is body language which also exhibits gestures, postures, expressions and movements of the whole body.

Presentation needs preparations and it depends on purpose, listeners and ability of the presenter. (Morgan, 2017, p.182). As suggested by Mclean (2014), there are some important preparations needed and these are;

- Understanding the audience.
- Planning and preparing the presentation.
- Include interesting points to capture the audience's attention.
- Be enthusiastic about your presentation.
- Sharpen up on organisational skills so that the presentation is in order.
- Be calm and collected by practising before the day.
- Make a great impact by the correct mode of dressing.

Setbacks in lack of presentation skills:

Not having this skills would result in a negative impact at the workplace. It would be challenging to get a good job in the first instance, and progression at work may be slowed or non existent. Most businesses and organisations these days are putting more value on prospective employee's presentation skills because of the effect it has ultimately on productivity.

I believe that I have presentation skills because I am a confident speaker and have a fairly good command of the english language. I have also been in different leadership roles in my working career over the past years where I have had to present in various capacities at work.

TEAM-WORKING SKILLS

Definition:

According to the Cambridge dictionary (2018), teamwork is defined as the combined actions of a group of people working together effectively to achieve a goal. Similarly, a team is when a collective of people work together in attaining a specific goal in a collaborative way. Morgan (2018).

Morgan also pointed out that as much as groups and teams have similarities, there are also some differences and therefore both must not be confused for the other. We could look at groups as social clubs and societies whereas teams though having the same feature as groups, also are formed where certain skills are needed to achieve the aim.

Importance of teamwork in the workplace:

It is important to discuss how teams are formed as this is pertinent to the success especially in the workplace. Teams formed with individuals possessing different skills tend to be more successful at achieving the best results compared with teams formed where everyone possesses the same skills. (Cottrell, 2010, p.142).

Furthermore, Morgan (2017) spoke about 'The DiSC Model' of team roles formed by a Harvard psychologist named Dr William Marston in 1928 which was based on 4 emotional reactions to people's environment. These 4 types and what they stand for are;

- Dominance: People who fall into this category normally exhibit confidence and making sure tasks are accomplished. These people are decisive and strong-minded.
- Influence: They are persuasive, they love to impact and also are enthusiastic ultimately having an effect on others.
- Steadiness: They are dependable and constant. These individuals are soft-hearted and thoughtful and considerate.

- Conscientiousness: This is to be diligent, dedicated and hard-working. Also people in this category does not like being wrong. (discprofile, 2010).

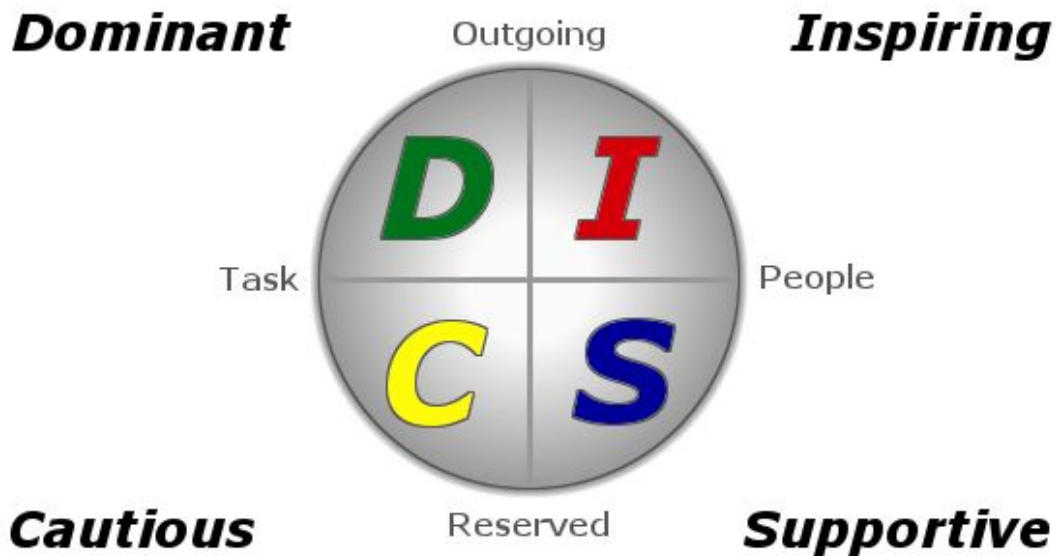


Figure 1.1 The DiSC Model of behaviour (disc personality testing blog, 2018)

Therefore, having people with different behavioural skills in a team of between 3-5 preferably, results in ideas and solutions to tasks.

Belbin (1981) however from his research illustrates his model in 9 different team roles and these comes with commonly used abbreviations;

1. Coordinator (CO): Coordinators are grown-ups and confident. They can also be scheming and calculating in their ways.
2. Implementer (IMP): Dependable, sincere and efficient are their strengths however they are known not to respond quickly enough to opportunities.

3. Shaper (SH): These people do very well under pressure and are driven to accomplishing goals and overcoming stumbling blocks. They can be insensitive and provocative to others.
4. Completer-Finisher (CF): They are diligent, dedicated and perfectionists and can be prone to worry as they are unwilling to delegate.
5. Resource Investigator (RI): People in this group are known to be extroverts, likes to talk, and searches for new opportunities. Their weaknesses are just the opposite of their strengths.
6. Specialist (SP): Specialists focused and innovative people. They make great entrepreneur and are knowledgeable. They can also waste a lot of time on formalities and minor points.
7. Monitor-Evaluator (ME): Serious, insightful and are able to observe and judge correctly. Their weaknesses are their inability to motivate others and find faults.
8. Plant (PL): Their strengths are found in their ability to create and invent. They come up with ingenious ideas and are problem solvers. They also tend to be non-communicative.
9. Team-worker (TW): Teamworkers are discerning of situations and sensitive to their team members. They can take a while to reach a decision and do not like to be confronted with issues. Morgan, (2017, p 207-208).

Given the above, forming an effective team at the workplace results in people possessing variety of skills coming together for a greater goal. Employers and employees benefit from their strengths and qualities which results in productivity at work because people learn from each other in exchange of ideas and new skills for a common goal. Teamwork also enhances flexibility and responsibility as each team member strives to contribute their best thereby promoting a sense of achievement. New friendships are also formed by working together which allows for more understanding thereby creating synergy. Teamwork also enable people from different ethnic group showcase their originality in their work environment enhancing equality and a great sense of achievement.

Setbacks of not having team-working skills:

Insufficient skills due to spatial members or disparity in roles can lead to a task becoming incomplete. Morgan, (2017). Referring to Robins and Finley in their text 'Why Teams Don't Work', teams fail to achieve their goals due to the following reasons;

- Poor leadership style.
- No clear vision.
- Different goals and objectives.
- Varied agendas.
- Power struggle.
- No one taking any responsibility.
- Personalities conflict and differences.
- Members of the team are not motivated due to lack of feedback.
- Lack of trust within the team.
- Lack of resources and practical support.
- Lastly, team members work disjointedly because of lack of ground rules.

Based on the analysis above, my team-working skills would need to be improved in some ways. The essential learning points for me would be to learn not to dominate others with my ideas and also when tasks have been delegated, to trust other team member's ability and different skills. Furthermore, be able to recognise different personalities in the team and work amicably with them.

LEADERSHIP SKILLS

Definition:

There are numerous definitions on leadership. As cited by Morgan (2017, p.221), a good leadership has several ingredients which are found in effective communication, dedication, motivation, persuasion and ability to make decisions. My idea of leadership in the workplace is to be able to lead others where their best skills are nurtured for the purpose of organisational success. This is further enhanced by seeing an effective leader as someone who makes certain that attaining the goals and vision is perceived by everyone. Cottrell, (2010, p.161).

Importance of leadership skills in the workplace:

Leadership skills are very important in the workplace. It is pertinent to the successful running of any organisations. That is why there are managers because their responsibilities are managing and leading people to serve customers or provide a good service.

In the workplace, an effective leader needs to have some certain essential qualities and these were succinctly explained by Cottrell, (2010, p.162). The most important skill a leader should have is a very good communication skills as this is what ties the other qualities together properly. These other qualities are found in the ability to inspire others whereby achievements and contributions by team members are recognised by the leader. Cottrell also stated that an efficient leader must possess a sense of responsibility, making sure that the team functions effectively and be able to manage conflicts without bias.

Furthermore, an effective leader in the workplace must be show commitment because their position is to lead and a display of commitment will instill support from other members of the team, and that is seen as leading by example. A leader must always value other members of the team's suggestions as this creates scope for growth and confidence. Lastly, an effective leader should always have a master plan and must be able to organise.

It is also very important to finalise the above on leadership skills in the workplace by touching upon some models of leadership and these are;

- Action-Centered Leadership
- Situational Leadership
- Blake and Mouton's Leadership Grid
- Servant Leadership
- The Diamond Model of Leadership
- Authentic Leadership
- The GROW Model

Briefly explaining the 'Action-Centered Leadership Model' by John Adair is the diagram below:



Fig 1.2 The Adair Team Development Model (teamworkinnovationz.com)

It is easy to remember this model because it has the advantage of simplicity. It illustrates what binds a team to work effectively as a unit by linking the task to the individual and the team.

Setbacks of not having leadership skills:

A leader without good leadership skills is remedy for failure and non-progressive where the workplace is concerned. There is bound to be confusion about the vision and goals of set tasks. Members of the team would not have confidence in their leader and this could lead to criticism and loss of focus on the goals.

A leader who does not possess leadership skills would not be able to inspire, create effective relationships, build the right environment, recognise the vision of the group and communicate effectively.

Based on all discussed regarding leadership skills, I believe that I have an effective leadership skills.

CONCLUSION

In conclusion to the 3 skills analysed in this task, it is evident that Presentation skills, Team-working skills and Leadership skills are all intertwined and linked as the effectiveness of one has the qualities of the others. For example, communication is integral to all these skills and the success of each one at the workplace relies on the others.

Therefore, a great presentation skills require confidence amongst others to be able to achieve set goals which is an important trait of an effective leader who is able to work well within a team and lead them successfully.

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