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Introduction

This report aims to analyze different skills and effective team working and report.

Communication is the ability to use when giving and receiving different kinds of information. Some examples include communication ideas, feelings or what's happening around you. Communication skills involve listening, speaking, observing and empathizing. It is also helpful to understand the differences in how to communicate through face-to-face interactions, phone conversations and digital communications, like email and social media. World Health Organisation (2019) {online} available at: <https://www.indeed.com/career-advice/resumes-cover-letters/communication-skills> accessed at: 02/01/2020 I think that communication is the skill that everyone should master it at the fullest in order to be understood, to be a better listener and becoming more confident in yourself.

Team Working is the ability to work in a group of people and listen to their ideas, not just your own, being responsible for your ideas and goals.

Teamwork is vital if you want to work well with colleagues and teammates. You will probably have to work as part of a team in many areas of life; from class projects to planning a birthday party.

The better you work with others, the more successful your team will be in achieving their goals. Employees often need to collaborate or work with others to complete tasks and projects – having teamwork skills and experience will make it a much better experience.

Even if you work well on your own, using key life skills like self management, being a team player is a valued skill for most jobs.

The obvious way to enhance your teamwork skills is to be part of a team! There are lots of opportunities to do this in school and education. You could work on a class project in pairs or as a group. You could join a school sports team, orchestra or drama production. You could participate in a school-wide charity event and encourage friends and family to contribute and take part too. My opinion on Team Working is that you can achieve a lot of things by yourself, but there are things that you cannot do by yourself and that's the moment when a team is actually what you needed to reach the impossible, because I team can pull you up when you are down. Youth Employment UK (2020) {online} available: <https://www.youthemployment.org.uk/young-professional-training/teamwork-skills-young-professional/> accessed at : 02/01/2020

Problem Solving is the ability to use **When confronted with a problem, many of us like to procrastinate or avoid the problem altogether.**

Avoiding problems is a short-term solution. Problem solving keeps you moving forward. It's essential for getting work done. Therefore, the faster you can solve a problem, the faster you can get the work done or review the solution to ensure it's correct (and get home on time).

Having the skills and the tools to solve problems effectively and swiftly helps not only on your present job, but future ones, as it's an ability that will impress employees when they see it on your resume and follow-up with interview questions.

No matter what level you are at in terms of being able to quickly solve problems when faced with them, you can always improve. That's why the following seven problem solving skills are so important to both the experienced and new person on the job.

Research, Analyses, Creativity, Deciding, Communication, Exercise, Ideal.

Conclusion this report analyzed several academic and employability skills which we are referred to on a daily basis in order to evolve to be a better person for yourself and the future you having more knowledge succeeding and accomplishing your goals.