

ACADEMIC AND EMPLOYABILITY SKILLS

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What is a skill

A skill is the ability to perform a role often within a given time period, resources, or both, with calculated performance. Competencies can often be separated into general domain and domain-specific competencies.

For instance, some particular skills in the field of work could include time management, teamwork and leadership, self-motivation, or others, while domain-specific skills would only be used for a particular job.

Ability typically requires certain external factors and circumstances to determine the level of skill that is being displayed and used.

Employability skills

The education and experience can allow you to apply for a position, but you may need skills that you are likely to form over time to be effective in most positions.

Some will be work-specific, however the majority would be so-called soft skills, which can be used in any career or job field.

Such soft qualities are employability abilities: they make you attractive to employers

Employers are usually prepared to teach somebody the job-specific skills needed, like how to work specific pieces of machinery, or use specific computer packages which are very specific to that position or business.

Generally, though, they need to see that before recruiting you already have the other soft skills, as they are much more difficult to teach.

The building blocks of any career

Employability or 'soft skills' are your career's building blocks. Among school-leavers, students or those who are in jobs, the media also run storeys on how these skills are missing.

Institutions are spending a lot of time and resources training staff, not in particular areas of employment, but in particular and basic skills.

Employers have more choice of candidates in periods of high unemployment and will prefer those with excellently-rounded employability skills.

Many of us begin developing these skills early in life, but maybe we don't know we're doing that.

The most important employability skills are in areas of:

- *Work with others and perform effectively, such as communication skills or other interpersonal skills

- *Be honest and accurate: do what you say you're going to do by the date you've decided and when you're expected to be there.

- *A desire to develop skills, whether they are unique to the work or more generalized.

Working well with other people

Good interpersonal skills enable you to take part successfully as a group member, meet the needs of customers and customers, negotiate, take decisions and help fixing other people's issues, and usually work effectively with some other employees. Excellently-honed interpersonal skills make us to sympathise and develop relationships with colleagues and customers, resulting in a healthier and less stressful working environment.

There are a lot of interpersonal skills included

1-Communication skills-

these are the skills needed to correctly communicate or receive messages to and from certain people through speaking or writing, without miscommunications.

2-Verbal communication – or the terms we choose, face-to-face or even in writing.

The balance among face-to-

face and also in writing will probably come from many different professions, but few, if there are any, will not want at least some of each contact form.

3-Non verbal communication-

Or what we convey without words, such as voice tone, the way we talk without words (body language), or perhaps even emojis

What are soft skills

Soft skills are the specific characteristics, aspects of personality, inherent social signals, and communication skills required for job performance.

Soft skills describe how well an person communicates with others in their relationships.

Soft skills are related to feelings or experiences that enable people to "interpret" others, while hard skills which are acquired.

These, at least in a traditional classroom, are much harder to learn. They are also far more hard to measure or evaluate.

Why employers care about soft skills

It is simple to understand why employers are looking for job applicants with specific hard skills. However, if you employ a carpenter, he or she requires carpentering skills.

Soft skills, however, are essential to virtually all employers' performance. After all, almost every work needs that workers communicate in some way with others. It is therefore essential in any work to be capable of interacting well with others.

Another reason hiring managers and employers are looking for soft skill applicants is that soft skills are transferable skills that can be used irrespective of the job the person is working in. This makes employees very adaptable to job candidates with soft skills.

Furthermore, since soft skills are learned over time — as compared to those gained during a class or training programme in a short time — people with soft skills are often seen as having unique and diverse experiences that can diversify a company and help it operate more effectively.

For customerbased jobs, soft skills are especially important. Normally, these staff will be in direct customer contact. The ability to listen to a customer and provide that customer with supportive and friendly service requires a number of soft skills.

What are hard skills

Hard skills are part of the skill set needed to do a job. They include the knowledge that an individual needs to perform the duties effectively. They are particular to work and are usually listed in job posts and job titles.

Hard skills are learned across formal training and education programmes, including schools, traineeships, quick-term training, online, certification, and in - the-job training.

Employers are also searching for candidates with good soft skills. Those are the interpersonal skills that allow you to be effective at work. Often you will hear these called "individual" skills, and while they are essential for job performance, they are more hard to quantify and less often explicitly taught at school and vocational programmes.

In the workplace, both hard and soft skills are required. Here is information about both, with explanations for each skill element.

They are most frequently used to compare job applicants during the recruitment and interviewing process. In some sectors, employers might even check the hard skills of candidates to make sure they can really do what they appear to be able to do.

The skills gap analyses

A skills gap is the difference between the skills that are available at the workplace and the skills that the employer needs.

A skills gap review is a method used to assess an individual, company group's training and/or recruiting criteria.

The research helps to expose the gaps between the current and needed levels of skill as well as to determine the best approaches to fill the gap or the variations.

The main tools used to evaluate current levels of skill include surveys, performance evaluations, discussion groups, and interviews. In the other hand, the priorities and expectations of the organisation and their longterm development plans give some idea of the expected level of skill.

Identifying the training requirements of workers and how these needs can be fulfilled helps managers in terms of time management, job preparation and budgeting.

Generally there is a reasonable level of job satisfaction among the workers with a good employee training system and the human resources are optimised, thereby increasing levels of production and the potential success level of the company.

My own skills analyses

I am **cheerful**, **well-spoken**, **hard-working** and **adaptable** individual with considerable experience within the retail and hospitality employment-sectors, who maintains a professional yet friendly manner in the workplace. Can keep composure when working under-pressure. Enjoys solving problems, with a never-ending **drive to succeed**. Always take immediate action upon instructions and use initiative when needed. Strong communicational skills. A great listener, a quick learner, and good with creating ideas and strategies. A **keen** person with a “**can-do**” **attitude** to all tasks.

Swot analysis

- **STRENGTH-** Ability to work under pressure
- Highly enthusiastic
- Highly experienced within teams

Customer focused

- Strong time management skills
- Reliable, flexible and adaptable
- Strong relationship building skills

Very organized

WEAKNESS- Sometimes I can be very lazy if do not have challenges.

OPORTUNITES- Be focused all time no matter what.

THREATS- Get in trouble because of my laziness sometimes.

REFERENCES

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<https://www.thebalancecareers.com/what-are-hard-skills-2060829>

NAME of STUDENT: JAY DAO Module, Term and Group _____

1. mother strangers me speak to not my told to. ~~not~~ not to
my mother told me ~~not~~ speak to strangers

2. boy bicycle ride not a could the.
the boy could not ride a bicycle

3. college yesterday went I to work after.
I went ~~to~~ work after college yesterday

4. is city than bigger London a Bucharest.
London is a bigger city than Bucharest

5. married years after man got woman and the five.
The man and woman got married after five years

6. young when grandmother I every was my holiday used visit to I
When I was young I used to visit my grandmother every holiday

7. John farmer's the and friend chicken his stole
The John ~~farmer~~ and his friend stole chickens

8. finish open want shop university I after I coffee to want a
After I finish university I want to open a coffee shop

Class Tutor's Signature: _____ Date: _____