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Introduction

In this report, we have demonstrated employability skills and the reasons behind the demand for employability skills. As a general view, we can say that employability skills are those qualities which makes a person desirable to work in a company.

What is Employability Skill?

An employee must have some qualities that make him or her desirable to the company, like communication skills, teamwork and critical thinking, these skills are called the employability skills. In every company, the hiring authority always gives priority to those people who have employability skills. We can also call these skills foundational skills or job skills. These abilities include the skills that help us to work properly with others using knowledge to fix problems, and moreover to fit into the workplace. The professional skills are useful to becoming successful in the workplace. These are named as transferable skills as we can use them in any work industries.

Types of Employability Skills

Communication

The first priority given by the employers are the people who have communication skills. Without communicating with other members of the team, it is not possible to work properly. What all the employers want from their employees is that they must have strong written verbal skills. Not only communicating helps us to maintain a healthy relation with team members but also it helps us to understand the clients.

Teamwork

Team combination is particularly important in any workplaces. If a project is under operation then only teamwork can help the people to make this project successful. Without proper team

efforts no one will share their ideas with their colleagues and the relation between employees will not improve if there is no teamwork.

Critical Thinking

Critical thinking refers to your ability to understand, analyse, and interpretate information and draw conclusions. All the employees must have the ability to understand the situation and problem-solving skills. They must use their sense and must think logically to solve the company from complex situations.

Ethics

Ethics is a broad category that refers to an employee's principles. Companies want their employees to have to follow certain rules and regulations by themselves for example, they must maintain the privacy of the office work and confidential matters of the office must be kept inside the office. They must be honest towards their job and responsibility.

Computer Skills

Computer skills has now become the most demanding skills in the workplace after the digitalization of office works, the companies are using more frequently devices than before, so these computer related skills are quite useful in the modern days. In computer field related job these skills are the most common job requirements for example, making a website or developing a gaming application so these skills are getting more demand rapidly in upcoming days.

Why are Employability Skills Important?

Employability skills are very crucial these days because these skills will help us to do better in our career and also help us to perform better. These skills will help us to improve our relationship with colleagues and problem solving. We will understand what our job role is and understand how to improve overall performances in the workplaces. With these skills anyone can get a job with their preference and every company always wants to hire those candidates who have these skills. Personal characteristics, habits, attitudes influence and how

you interact with others. Employers value employability skills because they regard these as indications of how you build connections with other team members and customers, and how efficiently you are likely to handle your job performance and career success. Employers always give preference to those who have these skills. Not only they are productive but they will also manage a functioning workplace. Enterprises spend a substantial amount of time and money developing these foundational and work-readiness skills. But in today's world, where jobs are limited, employers enjoy more options and would like to hire a technical expert who also displays well-rounded employability skills.

Resilience and adaptability as employability skill:

Resilience is an excellent quality of an employee. These people perform well in examinations and at workplaces, they can achieve more in their career, besides it is a key leadership quality. People who are resilient can lead happier and physically a better life. Moreover, they are productive than majority of other workers. It is a quality that could be learnt, and it is an important skill for life. Absorbing pressure and finding ways to cope with stress and finding ways to improve ability to get back on the track after facing adversity is common thing for people who are resilient. It means these people will be more efficient and productive in every way of life. In terms of facing interview boards, the resilient people will always perform better as they have the ability to absorb the pressure. If there will be any hypothetical situation that ever happened to a person a resilient person will always feel little discomfort than other people.

Emotional Intelligence is the Most Desirable Employability Competency

Emotional Intelligence (EI) describes the ability to identify, assess, manage and control the emotions of oneself, of others, and of groups. With the transferable skills to specific field, the

hiring authority prefers those candidates who have a sound emotional intelligence. emotional intelligence supports us to connect and communicate with team members on a different level. Emotional intelligence helps us to create powerful multicultural relationships and celebrate changes by allowing distinctive points of view to be valued. Generally, people feel confident about their own thoughts but the key to Emotional intelligence is to support others to be heard so their thoughts is respected. An emotionally intelligent person can capture feelings or emotions hidden beneath the words and use that awareness to build stronger professional relationships in the workplaces. We can do some activities to polish our emotional intelligence skills for example without focusing on myself at work, we could focus on involving others. We have to practise active listening and have to try our best to understand what other people is saying. Mastering EI (Emotional Intelligence) is an investment in building, maintaining, and stewarding your professional relationships. Emotional intelligence makes a person more stable in every aspect of the work environment and gives a better understanding of their surroundings.

The Importance of Digital Competence in the Modern Workplace:

In the digital workplaces, modern skills are appreciated. In the future, these skills will play vital roles. The modern time is widening into almost all aspects of our lives. Not only are people using digital devices now, it is also becoming a major factor in our lives with the uprising and demand of digital competence. Some government is proposing that digital skills should be taught as a core subject in educational institutions with other core subjects. In some places in Europe governments are trying to make sure they have internet access everywhere like water and electricity. The digital skills are extremely vital and are being used everywhere, for example, medicine, entertainment and communications, Retails and all other industries that are shifting towards digitalization that everyone must have to be educated about these skills. These digital skills are not only used in old jobs but also, they are creating a lot of new jobs. So, the governments are fearing about shortages of digital skilled people who can contribute significantly to the economy. There is a big shortage of people who have relevant knowledge on digital skills, so all people need to have some knowledge about these

skills. It is not only about the young people, but also the old people they cannot escape the fact that without using these digital devices their life will not be easier except these devices will help them in many areas. The good factor is that to gain knowledge about these skills are not so difficult like before, because of the internet anyone can learn about these skills without having to worry about any expenses. In schools there are regular promotion on coding classes and workshops on information technology. The fact is that computers are not only for a few people anymore, it has now become a universal product so everyone can use it. These skills will not only help you to get a decent job but also boost your confidence in your workplace.

The Big Change in Employability skills:

The year 2020 played out like a nightmare to all of us. The battle against the pandemic frightened up the world. It required fast accommodation and the shortage of people in its required field has come out as a success. The past employability skills are not enough anymore to continue your job, so we need to have some knowledge on digital devices. The companies ran on the pandemic time fully relying on internet and all necessary products from medicines, food and shopping online were delivered through some digital platforms. Meetings were held from home and remote office was the most popular ways to do your job. So in terms of employability skills all the employees must have to be educated on digital skills.

Demand for Future Work Skills

The old employability skills are not enough for the modern time. The hiring team in companies are now offering better positions to the people who have better knowledge on Information Technology. The companies are targeting the future, so they must be prepared for any upcoming challenges like the covid pandemic where they had to run their offices fully on digital mediums.

Pandemic Effect: What Skills are in Demand?

After the pandemic some past predictions are not useful anymore on job skills. The shift on employability skills cannot be unseen. Prior to the covid pandemic creativity was the most important power skill published by certain job sites. But with creativity joining with innovation and the world economy facing a great growth mode, this personal skill was transferable across a range of company's needs. However, the shifting of employability skills will not stop, this will continue after the pandemic as well. The change of skills in different job roles will be increased accordingly. Emotional intelligence, which consists of self- reflection, self-regulation, personal motivation, empathy and social skills has risen. From the upcoming social unrest, financial uncertainty, and with global health scare continuing this skill should get more focus. Besides those communication and adaptability are also getting high, priority in skills in the job industry. In the time of remote work and everyday online meetings, those traits rank greater than previous times. To accommodate the speed of change and plans for future, we should prepare with a widening mindset, a futuristic leading ability, plan for using next generation technology. We must find out the skills, gaps and study on these to avoid the complexity coming from future. Besides that the technology learning and development will help us to make data driven approach to skills management so everyone can improve on those skills and reskill for the perfect job roles. We have to follow the growth and flow of money. Companies like Amazon, Zoom and Netflix are boosting their businesses. They are doing a tremendous job due to their consumer buying characteristics as a result of covid. We should focus on growth and avoid those industries which are going in decline. We must find out our interests and match them with related growing companies. We must be more skilful for the digital workplace and in this time the companies will require great communication abilities in a remote workplace, as for collaborating with team members and partners in an online meeting, we should prepare for improving our future skills with an organisational widening mindset and have innovative ideas on learning experiences. Much like institutional education, the learning occupation will get advantages from innovative sites where the learning landscape is ready for creativity. Efficient work people will need a ongoing learning process for the company and a personal willingness to improve skills on a regular basis.

Conclusion

To sum up, it can be said that we have demonstrated the importance of employability skills and the recent shift in the workplace on these skills, and how we can prepare for the upcoming challenges to use these skills.

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