

Academic and Employability Skills

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Table of contents

Introduction

Important employability skills

Communication Skills

Presentation Skills

Reasoning Skills

Technical literacy Skills

Analytical Skills

Flexibility Skills

Interpersonal Skills

Employability Skills I need to develop

Conclusion

References

Introduction

I will be writing a report on the skills I will need to develop when running a successful business.

Communication Skills

Communication allows you to communicate with others in many ways whether being through hand gestures or through technology.

“There is hardly any job that does not require a worker to have communication skills, Communication could be verbal or written though this would also include listening skills.

Having communication skills allows you to put forward your point succinctly. When at a job, you will need to communicate with different kind of people about various issues.

The slightest of miscommunication can prove to be highly disastrous” (Zyana,2016).

Presentation skills

Presentation is a good skill to have because in almost every workplace most of us are required to give presentations.

Having this skill allows you to present information clearly and effectively this may be easy for some but challenging for others.

“This skill is closely related to communication skills however; it deserves separate attention because effectively presenting your idea or a business success story formally to an audience that grabs their attention and keeps them engrossed is an achievement.

Effective presentation is like motivating your audience to the extent that they start giving valuable input and start to act in accordance with your desired outcome.

The more effectively you market yourself or your company the more positively publicity you gain, coming into limelight”
(natalia,2019).

Reasoning Skills

Reasoning is when we take information that we are given and compare it to what we already know then come up with a conclusion.

These skills can be gained and improved upon, Reasoning skills often happen subconsciously sometimes we need to think

things through to reach a conclusion when we are presented with a tough question or situation.

Reasoning skills are important to day to day life we use them to make choices between positive and negative situations that we try to resolve.

“This is yet another skill of the highest importance. When you come across a problem, you obviously must address it, and it is a challenge to handle problems efficiently.

You will prove to be an asset to the company if you have logic skills and are good in this area” (Bernard,2018).

Technical literacy

Technical skills refer to the knowledge needed to accomplish complex actions relating to computational and physical engineering as well as a diverse radical of other enterprises.

Those who have technical skills are often referred to as "technician " with the expression referring to sound.

Technical skills are practical ones, typically related to the theatre of operations of shop mechanic, info technology, mathematics and science.

“Most of the businesses require this of their workers. Some businesses are completely based on technology while others require it for managing their work; but virtually every business uses computers.

Considering this, it is very important that you have a basic know how of computers and technology without which you will hardly find any job in a business environment”
(Eva,2013).

Analytical

Analytical skills are the ability to collect and analyse information when problem-solve, and making decisions.

These can help solve a company's problems and improve its overall productivity and success.

“Analytical skills are required for you to be able to evaluate a situation and thus act accordingly.

These research skills help you to look at the situation from various angles, find out more about the problem and see how you can solve it. In short, you can recognize, analyse, improve and simplify the matter at hand.

Employers look for employees with the ability to investigate a problem and find the ideal solution in a timely, efficient manner. The skills required to solve problems are known as analytical skills.

Hiring managers desire a person who uses clear, logical steps and excellent judgment to understand an issue from all angles before executing an action.

Solutions can be reached by clear-cut, methodical approaches or more creative and lateral angles, depending on the objective. Both ways of solving a problem require analytical skills” (Alison,2019).

Flexibility

Flexibility is an important skill for employees. It includes the willingness and ability to respond to changing circumstances and expectations readily.

Flexibility is the ability to bend or adapt to changing situations. Being flexible is beneficial

in the workplace being able to do this as an employee this makes you highly valued by employers.

“Being adaptable means, you can manage various work environments and can deal with different tasks and/or conditions.

Being flexible means, you can handle it if your responsibilities are changed or increased” (John,2011).

“Essentially, flexible employees are more valuable. Workers with an orientation towards flexibility never say, "It's not my job" or "Do I have to?" when they are asked to take on a new assignment.

Flexible employees modify their approach to tasks based on the preferences of

stakeholders and the unique demands of each situation.

Having employees willing to step outside their job description means employers can get more accomplished.

Flexible workers who can take on more responsibilities, do different tasks, and do more at work have more to offer their employer than employees who can only do one or two tasks.

Having flexible employees means not having to find others to take on more work. Flexible employees are willing to do whatever is necessary to get the task accomplished” (Tom,2016).

Interpersonal

Interpersonal skills are the behaviour a person uses to interact with others efficiently in the workplace it's the ability to work well with others. Interpersonal skills also comes from communication and listening to behaviour.

“Even if your job does not require dealing with clients, you should be having interpersonal skills as these help you relate with your colleagues.

It is important to build healthy relationships at your workplace and be able to work around conflicts among your colleagues” (Sara,2005).

Employability Skills I need to develop

Problem Solving Skill is one of the skills I need to develop as it is one of the most valued attributes employers look for in their job roles.

Decision Making Skill is another skill I would like to develop as you often consider successful people being good decision makers.

Decision making is a skill I can learn and improve on as we do make hundreds of decisions daily, that can have a negative or positive outcome so by learning this skill it can increase on me having more positive outcomes and decrease bad decisions.

Conclusion

I would like to gain all these skills to further my workplace opportunities and to give me the confidence when it's time for me to put them into action I am also interested in gaining more communication skills soon.

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