

# Employability Skills In Business Education: A Need Of Hour

Chidanand H. Shinge

Dr. S. O. Halasagi

## ABSTRACT:

*It is said that there is no scarcity of employment in India, but there is scarcity of skills of employability. Employability refers to a person's capability for gaining and maintaining employment for individuals. This depends on the knowledge, skills and abilities that they possess, in addition to the way they present those assets to employers. Whatever the discipline a student may pursue in his/her academic career, when it comes to the phase of seeking jobs after graduation different types of skills are needed. In general, those are categorized as soft skills, analytical skills, leadership skills, written and communication skills, teamwork skills, time management skills, computing skills, personnel impact and confidence, decision making, creativity, flexibility etc. It is agreed that a single student may not possess those mentioned skills set when they are seeking jobs and as a result employee and employer skills mismatch occurs. The general understanding is that, the private sector seeks different set of skills from graduates provided the facts that, the majority of commerce and management students are absorbed to the private sector.*

*From employer's perspective, they define employability skills as skills required not only to gain employment but also to achieve pre-determined targets and contribute successfully to organization. And employers want graduates who can adapt to the workplace culture, use their abilities and skills to develop*

*the organization and participate in team work.*

*Employability skills are teachable skills and may be taught in both school and employment settings. Teach employability skills using a democratic approach so that students' awareness of values, attitudes, and worker responsibilities is increased.*

**Key words:** Employability, Knowledge, Skills, Management, Employer

## **EMPLOYABILITY SKILLS IN BUSINESS EDUCATION: A NEED OF HOUR**

It is said that there is no scarcity of employment in India, but there is scarcity of skills of employability. Employability refers to a person's capability for gaining and maintaining employment for individuals. This will depend on the knowledge, skills and abilities that they possess, in addition to the way they present those assets to employers. Whatever the discipline a student may pursue in his/her academic career, when it comes to the phase of seeking jobs after graduation different types of skills are needed. In general, those are categorized as soft skills, analytical skills, leadership skills, written and communication skills, teamwork skills, time management skills, computing skills, personnel impact and confidence, decision making, creativity, flexibility and etc. It is agreed that none of a student may possess those mentioned skills set when they seeking for jobs and as a result employee and employer skills mismatch occurs. The general understanding is that, the private sector seeks different set of skills from graduates provided the facts that, the majority of commerce and management students are absorbed to the private sector.

From employer's perspective, they define employability skills as skills required not only to gain employment but also to achieve pre-determined targets and contribute successfully to organization. And employers want graduates who can adapt to the workplace culture, use their abilities and skills to develop the organization and participate in team work.

The fundamental purpose of this paper is to identify required skills and strategies to develop skills in order to expose students of Commerce and Management discipline to the job market. Even though at present students prefer employment in both public and private sector, majority of student prefers to employ in private sector. If the job market for the Management students is at a better level apparently private sector look for more skills and development in order to ensure the achievement of corporate objectives. So the main intention of this paper is to finding out ways to develop those skills to empower the student as private sector required.

Employability skills are teachable skills and may be taught in both school and employment settings. Teach employability skills using a democratic approach so that students' awareness of values, attitudes, and worker responsibilities is increased.

### **The key skills are -**

#### **1. Communication skills:**

Communication skills include listening effectively, presenting, and defending views orally and in writing, and locating and organizing information from both human and electronic sources. These communication skills enable business graduates to understand the psychology of people of different ages, culture and learning stages and then furnish graduates with the skill to listen and motivate and listen to their employer's directions.

#### **2. Personal skills:**

**(i) Self-management :** Self-management mainly involves for setting goals and managing time. Corporate employers seek self-management skills from graduate more than other employees. Other main Self-management skills are reflection, self-awareness, planning, time management, monitoring, and self appraisal

**(ii) Motivation :** Motivation is another personal skill which promotes others to work hard and effectively. Employers want to find out this skill from students in Commerce and Management stream. Employers think they should have self-motivation factors.

And it leads to touch the ultimate goals of their business.

**(iii) Professionalism :** Professionalism emphasizes the self-control by maintaining composure and keeping emotions in check even in difficult situations. Other than that employer expect maintaining professional appearance by dressing appropriately for the job and maintaining personal hygiene. Also according to them when speaking with supervisors or co-workers it is necessary to use professional language.

**(iv) Computer knowledge. :** Computer literacy is very essential. Now every transaction in business environment is computerized. Basic computer knowledge is necessary to work efficiently and effectively. Basic knowledge of information technology such as how to send and receive emails, use the internet effectively.

### 3. **Leadership skill:**

Leadership is the ability to influence others toward the achievement of a goal. Leaders either have, or are perceived to have, strong self-confidence. Leaders are team players, allowing them to work in a group to achieve the best results for their employer. Leaders show social skills by respecting the thoughts, opinions and ideas of others - they gain the respect of others and aim for credibility.

### 4. **Problem solving skill:**

Effective problem solving skills enable employees to analyze problems, identify problem severity and assess the impact of alternative solutions. Workplace training designed to develop problem solving skills helps employees to work more efficiently with co-workers, customers, partners and vendors.

### 5. **Analytical skills:**

Analytical ability is a basic skill that a business graduate should possess. This skill includes the ability of a person to collect accurate and complete information, the ability to identify the importance of information, and the ability to apply logic and reasoning to clarify

the relationships between different objects before making any decision.

**6. Critical thinking skill:**

Critical thinking skill refers to one's ability to understand, analyze, and interpreting information, and draw conclusions. In any job, an employee will have to assess situations and solve problems. Employees need to be logical, and make reasoned judgments.

**7. Decision making skills:**

Decision making abilities are more significant part of any business organization whereas success of the organization depends on the decision making ability. This will help in clarifying the nature of the problem before deciding action and collect and summarized data systematically and take alternative decision to achieve the goal of the organization.

**8. Teamwork skill:**

Teamwork skill is important in almost any work setting. If an employee works on a number of group projects, he or she needs to be able to get along well with others, sharing the workload with colleagues to complete a goal. Even if an employee does not do a lot of team projects, he or she still needs to be able to get along with his or her colleagues, working hard to achieve the company goals.

**9. Ethical practice:**

Ethics is a broad category that refers to an employee's principles. Companies want employees who understand and follow company rules, are honest and trustworthy, and act professionally and responsibly.

**Conclusion:**

The above said skills are very important to gain the employment in the corporate sector. The universities and affiliated colleges have to design their syllabus to meet the requirements of employers. The most of the universities have not been producing graduates with the skills, motivation and knowledge necessary to promote the

students to gain the jobs in corporate sectors. This is not happening in most cases due to the following reasons:

- Lack of faculty knowledge level.
- Syllabus revision is not a pleasant task.
- Uncertainty about the popularity of programs in the market.

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