

Skills Development and Employability

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Employers are often looking for skills that go beyond qualification and experience. Employability skills are those skills necessary for getting, keeping and being successful in a job. They are the skills and attitudes that enable employees to get along with their colleagues to make critical decisions, solve problems, develop respect and ultimately become strong ambassadors for the organization.

Employability or soft skills are the foundation of your career building blocks and they are frequently referenced in the media as lacking in school leavers, graduates and those already in employment organizations spend a lot of time and money training staff, not in job specific areas but in general and basic skills.

TYPES OF SKILLS FOR EMPLOYMENTS

- 1) **Interpersonal skills** : Interpersonal skills are vital when seeking employment and may be the single most important factor for many recruiters. Interpersonal skills are the skills we use to interact with other people. Good interpersonal skills allow you to participate effectively as a member of a team satisfy customers and clients expectations. Negotiate make decisions, manage your time efficiently. With other employees. Well honed interpersonal skills allow us to empathies and build rapport with colleagues and clients. Leading to a better working environment which can be less stressful.
- 2) **Communication skills** : employers look for people who communicate well both verbally and in writing. If you are either Applying for a job or looking for a promotion with your

current employer. You will need to demonstrate good communication skills. The ability to communicate both verbally and in writing with a wide variety of people. Maintain good eye contact. Write clearly and sufficiently. Demonstrate a varied vocabulary and tailor your language to your audience are all essential skills that employers out. good verbal and written communication means you can get your messages across with less chance of misunderstanding.

- 3) **Active listening skills** : it is not only hearing but gaining and understanding information . listening is a basic requirement leading to fewer mistakes and a greater understanding of the needs of employer And client. As your career progresses the importance of communication skills increases since as well as creativity people. Skills and an aptitude for team work. The ability to speak and write with clarity and conciseness is essential for managers.
- 4) **Critical Thinking skills**: the ability to solve problems and make decision can be a huge asset to your employer and these are therefore desirable skills to develop. Accept change be willing to star, stop and switch duties. Work calmly is busy environments start tasks without promoting. Ask questions to solve problems do job better.
- 5) **Team work**: Be comfortable working with people of diverse backgrounds. Be sensitive to other people needs. Take responsibility for own share of work. Contribute to team goals.
- 6) **Foundational skills**: Be organized, arrive to work on time or early. Be dependable, have positive attitude towards work. Exert high level of effort and perseverance. Complete task on time and accurately. Seek out information to improve skills. Be flexible and adoptable. Complete all tasks even if unpleasant. Understand dress code or uniform guidelines maintain personal hygiene.
- 7) **Ethics and legal responsibilities**: Take responsibility for

own decisions and actions. Understand and follow company rules and procedures. Be honest and trustworthy. Act professionally and with maturity.

- 8) **Professional skills** : The general employability skills above help you to get hired and to keep any job. In addition any one who wants to advance in their careers and people working in higher level jobs should have the professional skills.
- 9) **Career Development** : Learn new skills and take on different projects. Serve on work committees. Take initiative and work with little supervisor. Understand your industry office, and common business practices. Align your work goals with the mission and vision of your employer. Understand the different rules of co-workers.
- 10) **Leadership** : Coach and mentor others. Be willing to take risks. Be able to negotiate, motivate and direct people as they work. Demonstrate efficiency seek to simplify the processes. Save time or money for the company or offices by analyzing work or business needs. Build partnership and team with co-workers.

Conclusion:

Skills are a key driver of the modern economy. Vocational education and training is aimed at enhancing the employability of an individual. By facilitating the individuals transition into the labor market. Changing skills requirements new technologies and new kinds of jobs have placed greater emphasis on skills training which is increasingly becoming a process of lifelong learning. There are still many areas rural, tribal, and north-east and sections of the society like women schedule castes and tribal's which need more attention. Central government is making all the efforts to empower all those who are more vulnerable through skill development programs but there are problems at level execution society and industry.

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