**Assignment No: 1**

**Introduction to Employability Skills**

**Aim:** To understand theEmployability skills at work place

**Objective:** To give the brief overview ofEmployability skills and how to get along with their colleagues to make decisions ,solve problems and develop respect at workplace.

**Theory:**

Employability skills are the non-technical skills, knowledge and understandings that are necessary to gain employment and participate effectively in the workplace. Often referred to as soft skills, they include skills such as communication, self-management, planning, decision making and problem solving.

There are numerous skills identified as essential employability skills for students. These are:

1. **Interpersonal skills**

Interpersonal skills are the life skills we use every day to communicate and interact with other people, both individually and in groups. People who have worked on developing strong interpersonal skills are usually more successful in both their professional and personal lives.

1. **Communication skills**

Having good communication skills in the workplace is all about being able to convey information to people clearly and simply, in a way that means things are understood and get done. It's about transmitting and receiving messages clearly, and being able to read your audience.

It contributes to productive and harmonious relations between the customer and employees and organizations.

1. **Problem solving skills**

Considered the most complex of all intellectual functions, problem solving has been defined as a higher-order cognitive process that requires the modulation and control of more routine or fundamental skills.

It contributes to productive outcomes.

1. **Planning and organizing skills**

Planning and prioritizing work to manage time effectively and accomplish assigned tasks.

It helps for long term and short term goal achievements.

1. **Decision making**

Applying critical thinking skills to solve problems encountered in the workplace.

1. **Learning skills**

Critical thinking, creative thinking, communicating, and collaborating. These skills help students learn, and so they are vital to success in school and beyond.

It contributes to ongoing improvement of individuals on technology and skills growth. It helps on the growth of individuals and the organizations.

1. **Technology skills**

The knowledge and abilities needed to accomplish mathematical, engineering, scientific or computer-related duties, as well as other specific tasks.

It is core of any individuals skills set, that is needed for completing the responsibilities at the work place.

1. **Self Management skills**

It helps for individual’s satisfaction and goal achievements.

Employability skills can be developed on the top of basic technology skills and soft skills.

**Conclusion:** In this assignment, we have understood the need of employability skill development and the primitive skills.

NOTE :

Attach printout of SWOT Analysis and your Resume.