Tropics: Full view of Employability 360 degree

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The name of my course is Employability 360 degree. Form this course, I learnt too my things. Those things are described here in below:

Employability definition:

Employability is a set of achievements **– skills, understandings and personal attributes** – that make graduates more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy. Main goal of this course is to prepare the students of Daffodil International University will all the employability skills as per demand of job market so that they have the appropriate skill sets that employers expect.

Employability Skills:

Top 10 employability skills are given below:

1. Confidence and self esteem
2. Communication Skills
3. Commercial awareness
4. Teamwork
5. Negotiation and persuasion
6. Problem Solving skills
7. Leadership skills
8. Organization of work
9. Motivation and perseverance
10. Adaptability and Flexibility

Fig 1: Employability Skills

Career Planning:

If you want to make a good career then career plan is must. It will help me to reach my goal if I work with plan. Form this course I learnt how to make career plan. I want to be professional web developer and how I create my career plan is given below:

Step 1: knowing myself

Before choose any professional, I analysis myself. I find out what I like, interests, and skills, in combination with certain personality traits, will make some careers especially suitable for you and some particularly inappropriate.

Step 2: Exploring options

After gathering information about myself I have some options to start with. It also includes different employment outlook, salary or job duties. After analysis on myself, I think web developer, Tester, application development professions are suitable for me.

Step 3: Matching with options

Among those profession, I identified my feasible occupations and that is web developers. I also research alternatives jobs.

Step 4: My action

To be a professional web developer, I need many things to learn. That things are listed down and I also find out some web development company.

SWOT Analysis:

SWOT analysis is a process of identifying strengths, weaknesses, opportunities, and threats of a particular company, brand, individual or an event. It helps us to get a better understanding of the subject. The result of SWOT analysis can be used as a basis for decision making. In SWOT analysis strengths and weaknesses are the internal factors whereas opportunities and threats are the external factors.

Strengths: Strengths means those things I am good at. For example, I am good at programming, have the ability manage others etc.

Weaknesses: Weakness means those things I am weak. For example, I am weak in English etc.

Opportunities: Opportunities are potential benefits of that may come in alignment with my strengths.

Threats: Threats are the potential damage or danger. The world is changing rapidly every day some skills are becoming obsolete.

Google Sites:

In this course, we learn about google site. Google site is one kind of web site where my information's are stored. Its work like CV. Because in this modern word, every one depends on internet. So, Employers want their employees smarter than others. Google sites gives that opportunities so that we can make a online sites with free hosting. My google sites link is:

https://sites.google.com/diu.edu.bd/anikislam/home

Teamwork:

Definition: A group of people working **together** towards a **single goa**l is called **teamwork.**

Team stands for,

T= together

E=Everyone

A=Achieves

M=More

Team vs Group

A team **consists** a group of people working together to attain **a fixed goal**. Members of the team are **interdependent**. Their accountability is shared. On the other hand, A group is a collection of individuals brought together to complete a task. They can work independently. Accountability is individual.

Benefits of teamwork

- Fosters creativity and learning
- Enhances the quality of decision making
- Enhance conflict resolution skills
- Build up trust and commitment
- Advances career

Leadership skills:

Leadership means,

- Person who sets standards for others

- Influences other

- Pushes others toward achievement

- Motivated others

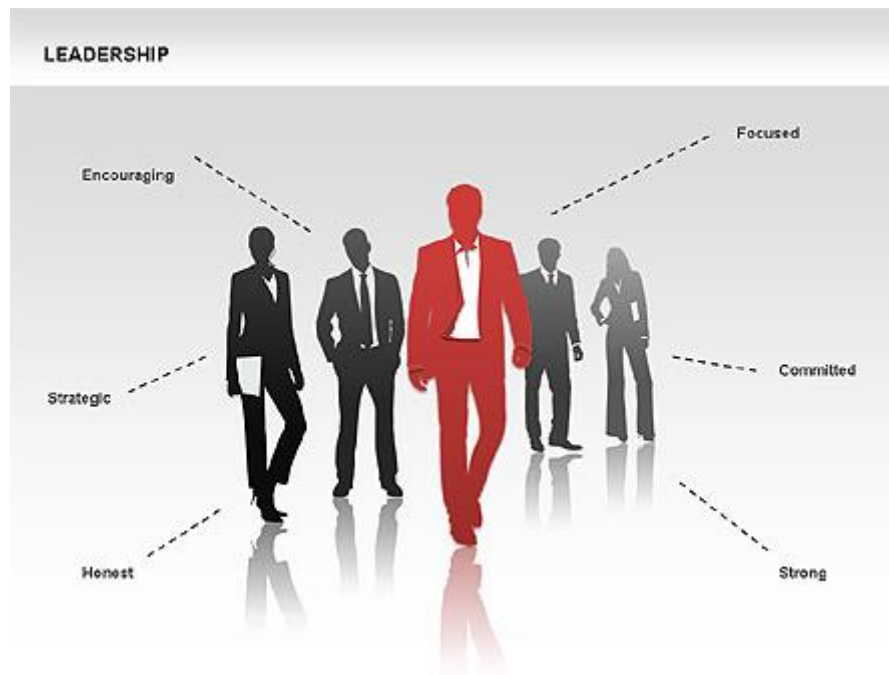- Manages delivery of the vision

Leader stands for,

L- listens

E-expects the best

A-achieves

D-determined

E- encouragement

R-respects

Self-leadership:

Self-Leadership is having a developed sense of who you are, what you can do, where you are going coupled with the ability to influence your communication, emotions, and behavior on the way to getting. People who are successful have one thing in common, it is self-leadership. Self-leaded people are always self-motivated. Things that a self-leader has-

- Self-awareness
- Self-Motivation
- Self-commitment
- Self-confidence
- Self-efficacy
- Emotional Intelligence

Kiss-Kick-Kiss:

It is one kind of employability skill. This skill helps you when you are in a good job at a time you offer by another famous company. At that time, you cannot directly reject that job because if you do that that company never accept you when you need that job. For that reason, you have to follow this technique. The technique is first kissing the HR head or CEO or Manager using some additional talk that make him/her happy. After that, you reject the job. Then you again kiss him/her by using some additional talk.

Communication skills:

Communication essentially means that you are transferring information. This can via verbal written on visual communication on via body language.

To be a good communicator there are five skills needed:

- Speaking
- Reading
- Writing
- Listening
- Nonverbal communication

Problem-Solving Skills

Employers across the world are looking for people with problem-solving skills. Every organization faces some level of complications while operating. You must have the ability to identify those problems and bring a proper solution for that.

Decision-Making Skills

Making decisions effectively and efficiently is the best managerial skill. You must focus on developing decision-making skills if you want to prosper in your career.

Visualization

Visualizing the future or being proactive is a special skill. Observing the past and present concisely can enable you to foresee the future.

How this course Help me

This course helps me –

- To Communication with co workers
- Solve problems
- Understand their roles
- Make proactive decisions
- Take charge of their own career