

## 10 TOP SKILLS IIPS TRAINING ACADEMY FOCUS ON

### 1. Problem-solving Skills

62% of recruiting professionals identify problem-solving as a skill that gets you hired. Companies face a lot of obstacles. Those better at coping with challenges will thrive; while those less able will ultimately fail.

Problem-solving is part and parcel of everyday life at any company, and it involves the ability to:

- Analyse facts and figures
- Define challenges
- Devise contingency plans
- Assess processes
- Create and implement solutions

Employers are constantly looking for people who can help them tackle setbacks and streamline processes. Problem-solving is part of critical thinking and analytical thinking.



To develop problem-solving skills, you have to be curious, proactive and adopt a learning mindset.

## 2. Communication Skills

If you want to succeed in your professional (and personal) life, you need to be able to effectively communicate with others. This is why communication is a constant on any employability skills list.

Remember, there's more to communication than just talking. To be called good communication, you need to listen, empathize, draw logical conclusions, build rapport, adapt language to your

The best way to improve your communication skill, both oral and written, is to make practice speaking and writing consistently.

## 3. Adaptability

Companies look for people who can quickly adjust to the ever-shifting business landscape.

New technologies, new competition, new business models - all these require you to think on your feet and dare to promise new, yet-to-be-tested solutions. Adaptability ranks among top employability skills. Adaptability also means your willingness to learn.



If you're open-minded and like to learn, you will conclude your mistakes to invent new, from your mistakes to invent new.

Set new challenges for yourself, start a new hobby, learn new skills and ask for new responsibilities at work to continue developing adaptability.

#### 4. Collaboration Skill

The power of collaboration cannot be underestimated. Well-organized teams can achieve much more than any of their members could if they went solo.

This is why the ability to collaborate and work in a team, is one of the sought-after employability skills.

Collaboration means being able to:

- Work with people of different backgrounds, ages, religions, and political opinions;
- Recognizing each team member's strengths and weaknesses to assign tasks accordingly;
- Accepting accountability for the results and resolving conflicts within the team.



## 5. Time Management Skill

If you're unable to plan your time efficiently, you'll have problems with delivering results. But it doesn't end here. Bad time management may lead to work-life imbalance and ultimately transform into professional- and personal-life related issues. Employers don't want this to happen.

That's exactly why time management skills are one of the most important employability skills.

Time management is part of a larger skill set, often referred to as resource management, where resources are understood as time, effort, people, money and more.

To be recognized as efficient at time management, you must know how to plan to use available resources, establish task or project time frames and set schedules and milestones.



## 6. Organization Skill

Organization skills tie in with time management skills.

Organization skills include:

- Being self-motivated and focused
- Effective use of mental capacity, physical space, and resources
- Managing tasks and people
- Prioritizing and Delegating

Each one of these turns into a highly employable and versatile person.

## 7. Technology Use

Technology pervades all aspects of our lives and will continue to do so. It doesn't matter if you're a data scientist, nurse, administrative assistant, network engineer, or an investment banker - To stay employable you must keep abreast of technologies relevant to your profession.





To get up to speed with your technology usage skills, read industry blogs, websites, and magazines, learn from online tutorials you can find on YouTube and enrol in online classes on Udemy or Coursera.

## 8. Information Use

This is not to be confused with Technology Use. It's an employability skill in its own right. In the 21st century, information is the new currency.

A single piece of data can become a make or break factor for an entire organization. Employers look for people who can find the right information in any medium, organize it in a meaningful way, analyse it and draw conclusions, and then communicate it to others.

Being able to use information has a very broad spectrum of meanings.

It can refer to locating a single piece of essential data or making a data-driven pitch deck for investors.



## 9. Personality Traits

Certain character traits make you more employable than others. Your transferable skills in combination with the right character traits turn you into a perfect cultural fit.

Top six character traits employers look for:

- Professionalism
- Drive
- Enthusiasm
- Confidence
- Creativity
- Transparency





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## 10. Being Reliable and Dependable

You are reliable when you do what you say you will do. It also means that you can look around and see what needs doing and doing them without being asked.

People who are self-regulated and reliable take responsibility for their actions and ensure that they live up to their values. They are ready to act on opportunities. These qualities are prized possessions in any profession.

