



CORPORATE SKILL DEVELOPMENT

A Comprehensive Report

This report reflects my overall learning from The Corporate Skill
Development Program

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ANALYSING THE SKILLSET

The first step of Corporate Skill Development program throws light on the skills that one should possess before applying in any organisation for job. It also suggests how one can categorize his/her skills in CV so that it looks presentable.

The various categories it suggested are listed below:

1. **Academic skills**: This section includes the set of skills one possesses during the course of his/her graduation. In other words, the skills relating to his/her course. For example, if I am pursuing statistics honours then I will possess some analytical skill by the end of third year. Also, my grades would also reflect upon what kind of student I was.
2. **Computer skills**: This is the need of hour in today's generation. If you are not well versed with computer, then you are out of business. It's better to have a good command on some not all languages such as Microsoft office, R programming, SPSS, C Programming.
3. **Documentation and reporting skills**: this category is something we all forget to mention in our CV even if we possess it. If a person is good at making presentations, taking notes while presentation, maintaining records and is well organised with documents, then he should mention this in his CV.
4. **Communication skills**: nowadays communication is not all about speaking good English. Its also about how good you are at non-verbal ways of expressing things. for e.g. writing an email. While communicating with someone, if you are able to mould yourself according to the person you are talking to, then we may say that you

possess good communication skills. Our gestures play an important role while communicating.

5. **Analytical and intelligence skills**: one can be analytical in 2 ways. Technically or logically. By technically, I mean analysing something using technical jargons to a layman in simplest way. One logically analyses something by taking into consideration every possible aspect of the situation practically and interpreting to a layman in simplest way possible.
6. **Team spirit**: Practically speaking a lone wolf cannot build the entire empire on his own. It requires efforts by different people together. Therefore, one should be well versed with working with a group of people to grow in an organisation.

If you can justify yourself through these 6 skills in an interview, not matter how bad you were at your theoretical concepts there, you will leave a good impression on the interviewee and maybe grab a good job.

There are some unlisted skills that some of us possess but we cannot mention them in our CV. They can be referred to as hidden skills and are important for surviving anywhere on the earth.

For e.g. street smart, political skills, convincing skills, cooking skills, driving skills.

One question every interviewee ask is **why should we hire you?**

This is very subjective question, but it can be answered through interviewee's point of view by saying

“If I were at your place, I would look for a person who has the ability to represent my organisation to the people outside and set a benchmark for others. One who put the organisation first before himself/herself and work not as an employee but as the owner.”

DEFINING SUCCESS

Everyone has his/her own definition for success. one maybe working hard to achieve that success or other maybe just letting it go. so it is very important to have clarity regarding what you want to do in life and work for the same. We people have the ability of taking so many things in hand and not concentrating. We are satisfied with what we get. It actually loses the value of success.

So, in order to avoid it, decide what you want to do and work for it and not just take too many options in hand.

Also having a practical and achievable goal is also very important.

We always say be passionate enough to achieve your goal. so what does this word passionate mean? It means when you work dedicatedly for a predefined goal and taking into consideration all the factors that affect that goal and enjoys the process of achieving that goal, then we say that one is passionate about his or her work.

TIME AND ENERGY MANAGEMENT

Nowadays, 24 hours seem less in a day. So, it becomes extremely important to manage our previous time and utilize our energy in more productive things. Removing negative people from our life can be one way to save our energy. Not involving ourselves in heavy discussions such as political discussions is another thing. Removing negativity in oneself is also very important for overall development. One can revive energy from positive things. Such as talking to enthusiastic people can help you feel great. Talking to people who love you can boost you. Caring about people who care for you can make you feel good.

Since time is limited, start bargaining your time. Say no to not so important things. Prioritize your work. Don't run after jobs, rather focus on improving your skillset and then if you are prepared enough go for a job. Surround yourself with positive people. People who help you become a better person every single day.

SENSITIVITY ANALYSIS

Anything that affects you as a person is defined as sensitivity analysis. Or you can say how sensitive you are towards something. It is of 3 kinds.

1. **Personal**- It deals with emotions. One need to have control over his/her emotions. Because these affect a person mentally, physically, emotionally. One should not express himself/herself much in front of others as people take advantage of it.
2. **Theoretical**- It deals with how external factors affect you. For e.g. what is going on in the economy will have a direct or indirect impact on you. So how sensitive you are towards it is important. It should not affect you very much.
3. **Practical** – It deals with how practical you think about every situation and not emotionally. For e.g. if you have to select a college the it requires an extensive brainstorming on every possible factor such as course, faculty, environment, placement opportunities etc. one requires to make a rational decision before choosing a college.

OVERALL DEVELOPMENT

All the above aspects contribute in overall development of a person in one or the other way. You just need to be careful about their proportion. Make flaws a part of your life. We have to accept the fact that no one is born perfect and no one can be perfect. Never afraid to make mistake, rather try to see what is mistake is trying to teach you. One never stops learning in life. One thing you should remember is that you cannot please everyone. You may lose yourself in the process of doing so. So, try have control on your emotions, because people at work may take advantage of this. Focus on what you can do rather what you cannot do. Try to see the positive in everything. Be true to yourself always.

DEFINATION OF SUCCESS FOR ME

I come from a middle-class family. At early stages of my life, I had experienced hard times and saw my mother struggling each and every day to make my day better. Everyone says moms are supposed to do that only. But I don't agree with this. I know mothers love their children unconditionally but that does not mean that they have to sacrifice their part of life. So, for me definition of success is to become independent in life in all aspects. Be it financially, emotionally so that I can provide my mom the kind of life she deserves not the one she got. I want to see my elder brother settled in his career so that no can question his abilities.

SKILLS I NEED TO DEVELOP

Communication skills

Documentation and reporting skills

I need to brush up my basics in computer languages