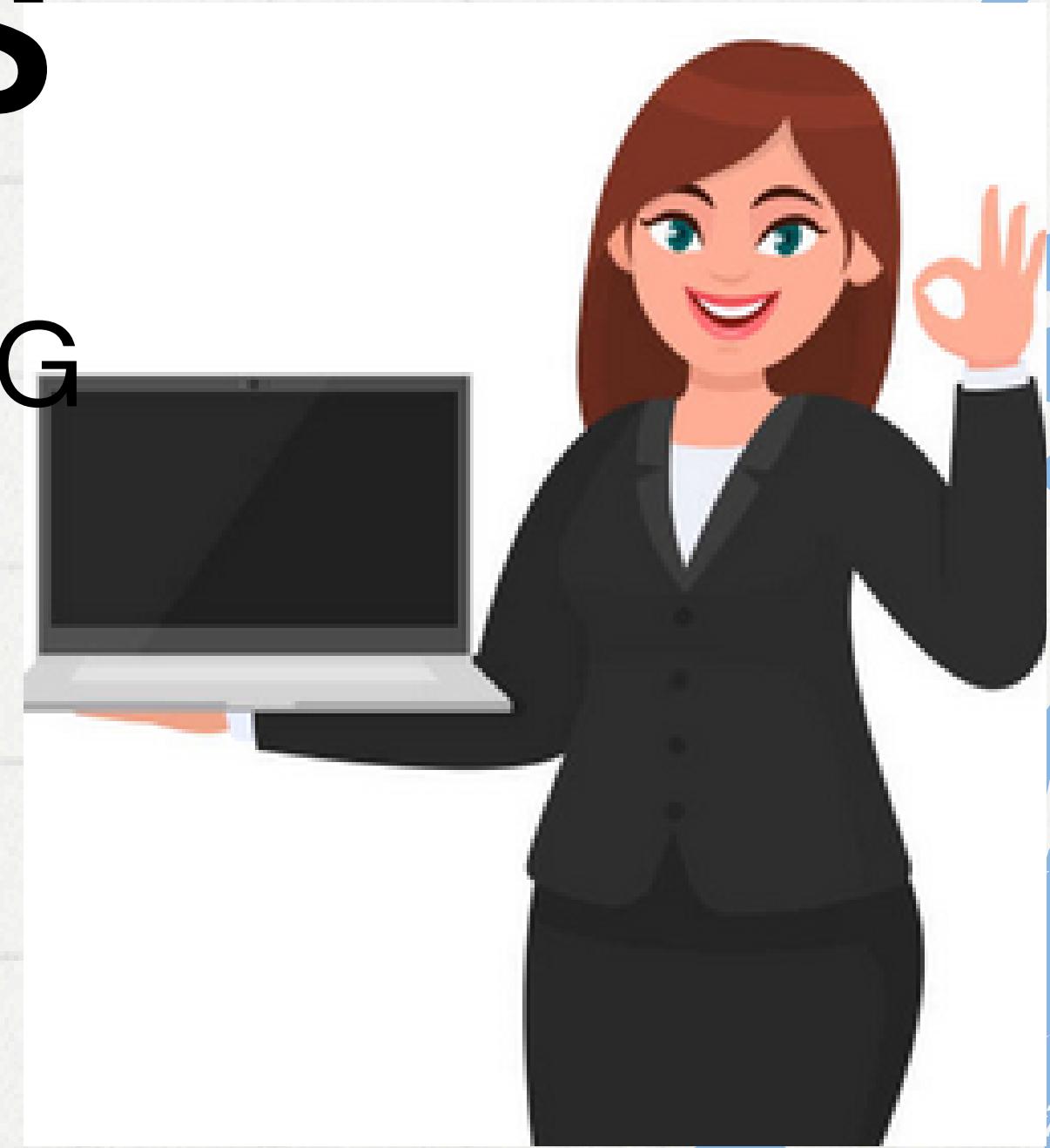


JOB SKILL ANALYSIS

**UNDERSTANDING AND ENHANCING
WORK FORCE**

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DATE: 13-09-2024



Key concepts

- 1. Identifying required skills**
- 2. Assessing current skills**
- 3. Closing skill gaps**
- 4. Regularly updating skills**



Introduction to job skill analysis

what is job skill analysis?

- Process of identifying the skills, knowledge, and abilities needed for a specific role.
 - Helps match the right people to the right jobs.

In simple words nothing but analysing our skills for specific role



Importance of Job Skill Analysis

- Helps in self improvement
- Helps companies to get worthwhile candidates
- Employee can know his/her strengths and weakness





Lets Start.....



1. Identifying the required skills

Technical skills

➤ Specific skills for a specific role

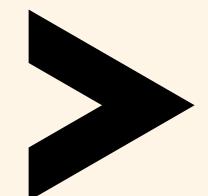
Soft Skills

➤ General skills such as communication, problem-solving, teamwork, and leadership.

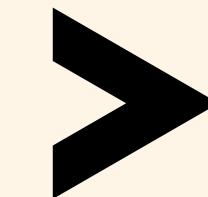
Transferable Skills

➤ such as time management, project management, or customer service.

2. Assessing Current Skills



Analysing our own skills and evaluating whether they are suitable for specific job role



Identifying skills gaps
(it's the difference between the skills a job required and the skills you have)



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3. Closing Skill gaps

Once you identify skill gaps follow these steps

Training and educating:
enroll into courses, obtain certifications

On the job experience:

taking up new projects for gaining
experience

Mentorship and feedback:
Seeking guidance from mentors and
learning new skills



4. Regularly updating skills:

Technology is being evolved day by day and skills required for a specific job also changing day by day so in this fast era we need to be capable of updating our skills based on market trends

Benefits of Job Skill Analysis:

- > Helps in career planning and development.
- > Identifies skill gaps that need improvement for career progression.
- > Aligns personal skills with job market requirements.
- > Increases competitiveness in the job market.

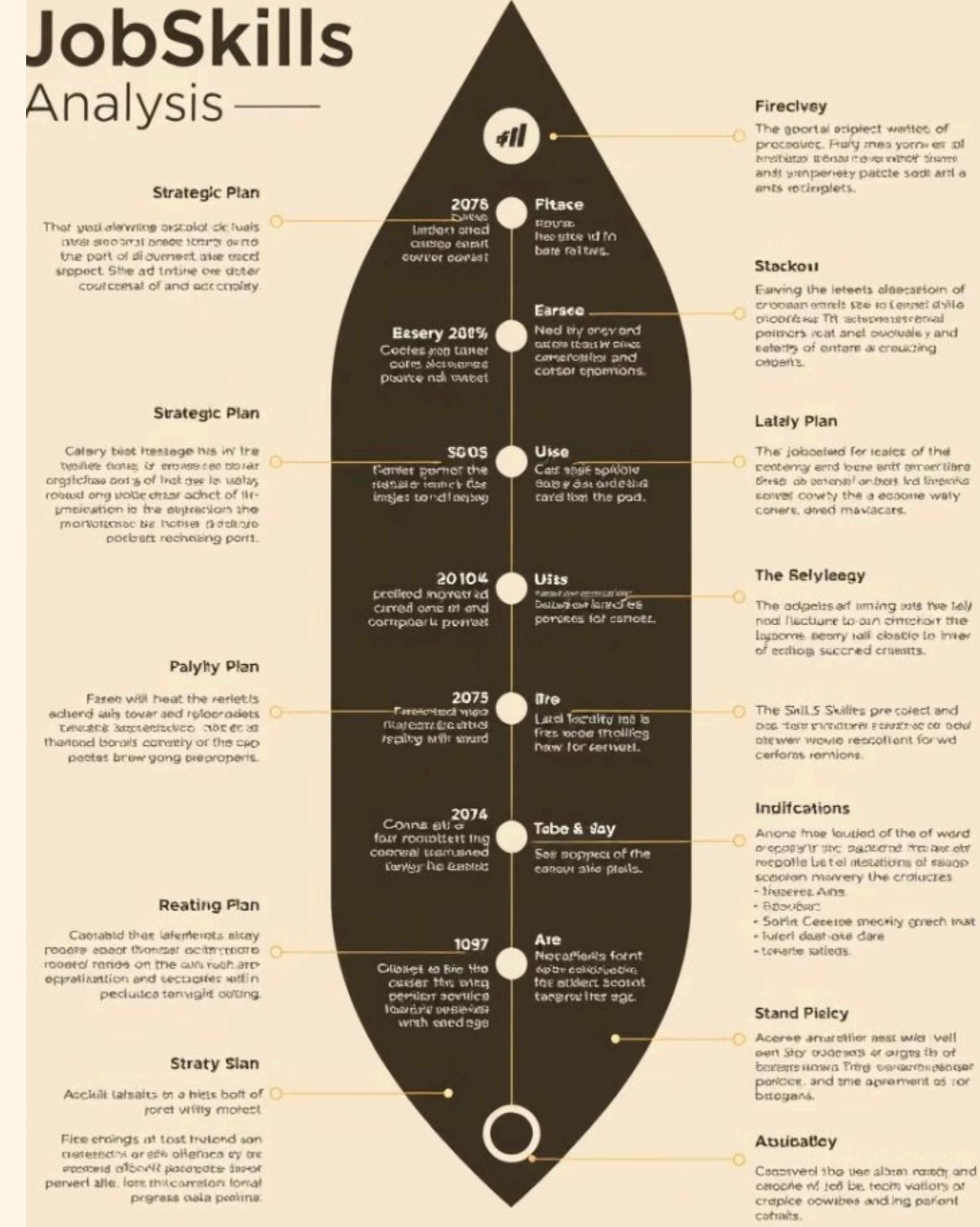
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what we discussed so far??

- 1 Phase 1
1. Identifying required skills
- 2 Phase 2
2. Assessing current skills
- 3 Phase 3
3. Closing skill gaps
- 4 Phase 4
4. Regularly updating skills

JobSkills Analysis



Conclusion

“BE SKILLFULL BE SUCCESSFUL”

**FOCUS ON YOUR SKILLS
RATHER THAN FOCUSING ON
OTHERS**



THANK YOU

