

# Employability skills

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# Agenda

- Introduction
- Communication
- Teamwork
- Problem solving and Critical Thinking
- Adaptability/Flexibility/Learning
- Time management
- Leadership
- Planning and initiative
- Emotional intelligence
- Networking
- Continuous improvement
- Self-management



# Why are employability skills important?

- Connect with co-workers
- Solve problems
- Be a part of and understand your role within the team
- Make responsible choices for your job and your career
- Be independent and take charge of your career

# How to identify your employability skills?

- Know yourself - It starts with you!
- Study, activities, chores, sports - List all activities you do in your day
- Write a corresponding responsibility/responsibilities against the activities mentioned
- Identify the skills and add them to your portfolio/resume
- Resume can make/break your chance of landing an interview





**YOU**

**FIT  
IN**

**HERE!**

# Communication/Interpersonal skills

- listening, understanding, and speaking clearly
- writing appropriately for different audiences
- persuading and negotiating effectively - later point in career
- demonstrating empathy, assertiveness and tact
- understanding the needs of customers/clients
- establishing relationships and using networks
- sharing information and proposing ideas
- fluency in English and other languages
- logically summarising information or data
- chairing a meeting - GD scenario

# Teamwork

- working effectively with people of different ages, gender, race, religion or political persuasion
- identifying the strengths of team members
- recognising own strengths and limitations
- clarifying team roles and performing agreed tasks
- demonstrating leadership as appropriate
- coaching, mentoring and motivating others
- giving and receiving constructive feedback
- resolving differences of opinion
- collaborating and contributing to team results.



# Problem solving

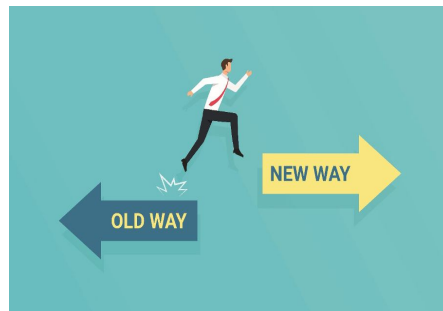
- Precisely identify problems
- Collect information and plan
- Brainstorm solutions
- Decide and implement
- Evaluate the solution you chose

# Critical thinking skills

- Analysis
- Interpretation
- Inference
- Explanation
- Self-regulation
- Open-mindedness
- Problem solving

# Adaptability/Flexibility

- Willingness and ability to adapt to changing circumstances, technologies, and work environments
- Be like water
- Be curious
- Helpful while looking for a new job
- Paves way for new opportunities and enables you to expand your horizon.
- Invest time and effort to learn new skills - maybe improving English/public speaking



# Time management

- Examine current use of time and strengths and weaknesses in managing time.
- Identify the things that stop you from using your time efficiently.
- Employ techniques that will help you tackle procrastination.
- Prioritize tasks by importance and urgency.
- Set [SMART goals](#) and objectives.
- Apply techniques that will enable you to deal with interruptions from others and say 'no' when needed.
- Implement techniques for maximizing the use of your time.
- Plan your own time management course of action.

**S**

## Specific

Make your goal specific and narrow for more effective planning

**M**

## Measurable

Make sure your goal and progress are measurable

**A**

## Achievable

Make sure you can reasonably accomplish your goal within a certain time frame

**R**

## Relevant

Your goal should align with your values and long-term objectives

**T**

## Time-based

Set a realistic but ambitious end date to clarify task prioritization and increase motivation



# 10 LEADERSHIP SKILLS FOR EFFECTIVE LEADERS







# Strategy

Sets long-term vision

Guides overall direction

Developed by top-level management

Focus on external factors

Shapes future

Aligns resources

# Planning

Sets short-term goals

Implements strategy

Developed by middle/lower-level management

Focus on internal factors

Operates present

Allocates resources



# INITIATIVE

## DEFINITION

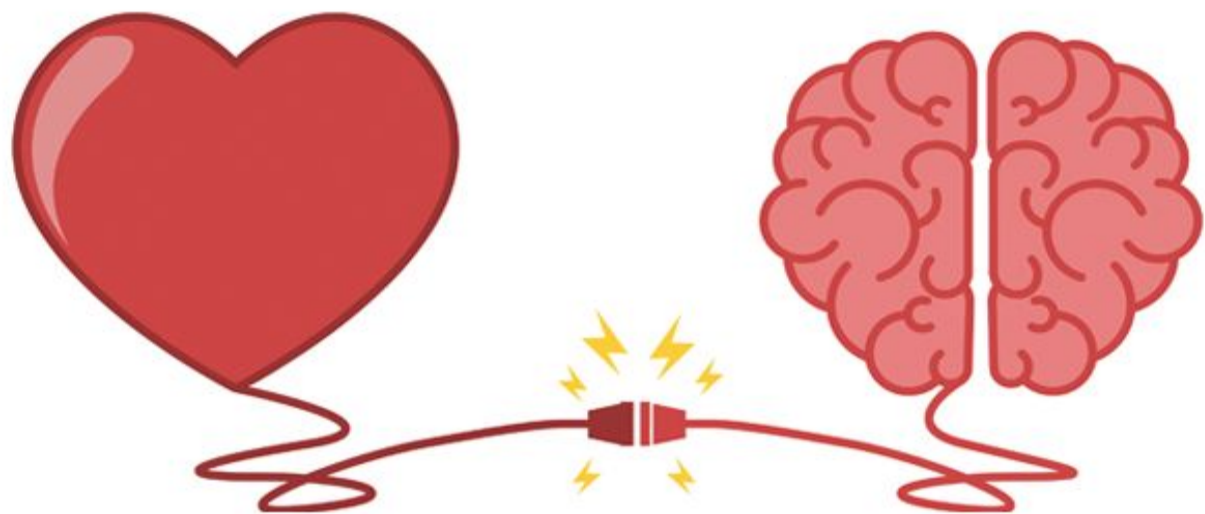
Initiative is the ability to assess and initiate things independently without being directed by others.

It involves taking the first step or action in order to move things forward or address a situation.

Individuals with initiative are proactive, often seeking opportunities or solutions before being asked.

## EXAMPLES

- **Stocking the Shelves Early:** Restocking an empty shelf as a supermarket employee, even if it's not your responsibility.
- **Keeping on top of Housekeeping:** Vacuuming the floors at work when there's no immediate job to attend to.



# EMOTIONAL INTELLIGENCE



**Social Skills**



**Self-Awareness**



**Self-Regulation**



**Empathy**



**Motivation**

# Tips for Improving Networking Skills

**10** Don't use one-word replies

**9** Support the conversation

**8** Stand near the crowd

**7** Look for body cues

**6** Remember names

**5** Don't end abruptly

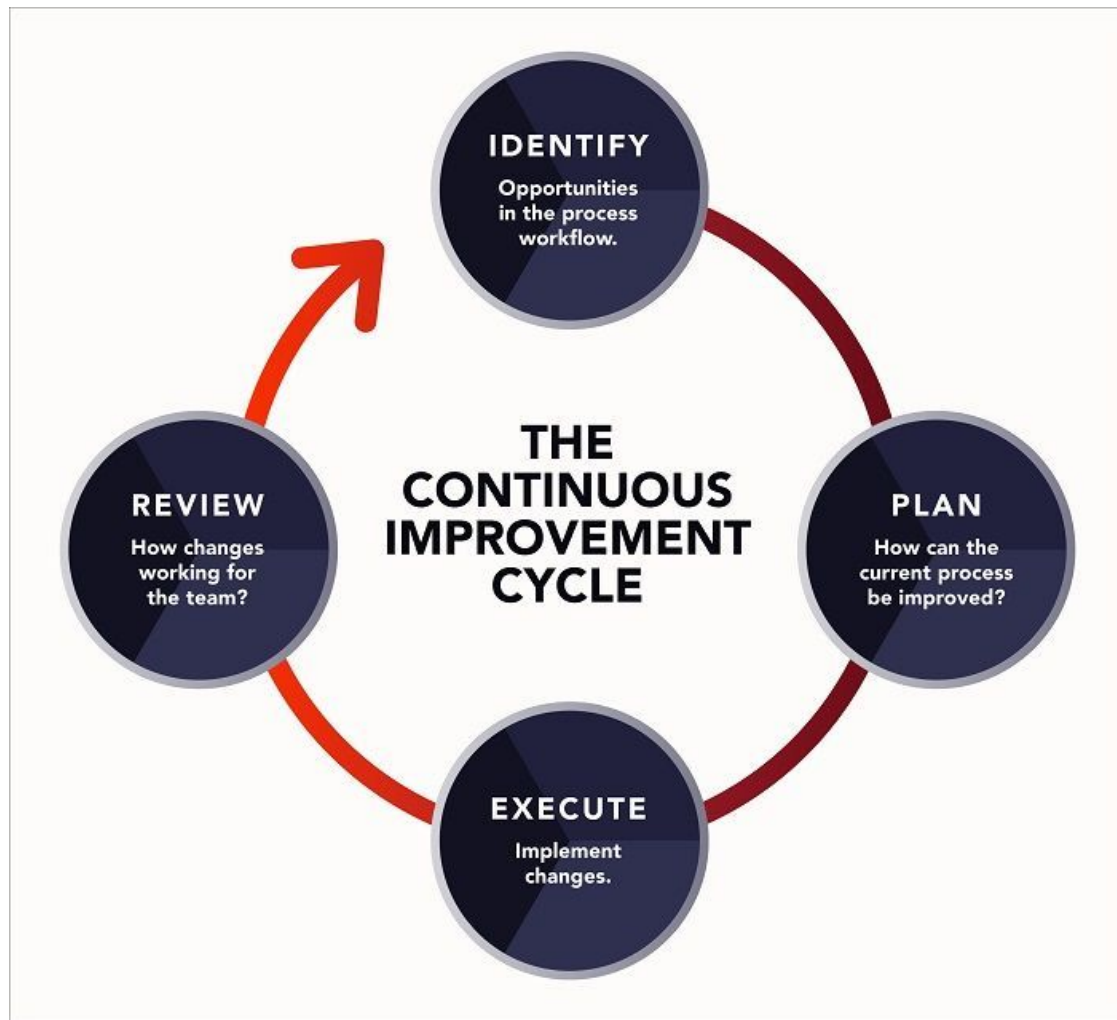
**4** Exit in a friendly way

**3** Maintain your network

**2** Always follow up

**1** Network, all the time









Thank  
you