



INTRODUCTION TO PROFESSIONAL SKILLS

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Introduction to the Course

- Continuous Assessments : 100%
- Assignment 1 – 30% Preparing CV
Cover letter
Facing Mock Interview
- Assignment 2 - 20% Writing Abstracts / Research paper
- Assignment 3 – 50% Self Reflective Portfolio and Presentation
- Attendance : 80% Attendance is Compulsory

Enrolment Key : PS2023#@

What are Professional Skills?

- Professional skills, also known as soft skills or employability skills, are the non-technical, interpersonal abilities that are essential for success in the workplace.
- These skills complement an individual's technical knowledge and expertise, making them a well-rounded and valuable asset to employers.
- Unlike technical skills, professional skills are transferable and can be applied across various roles and industries.

What are Employability Skills?

- Definition of Employability Skills: Employability skills, also known as soft skills or transferable skills, are the essential qualities and attributes that go beyond technical knowledge and are sought after by employers.
- Examples of Employability Skills: Communication, teamwork, problem-solving, adaptability, time management, and leadership.

Skills Necessary for Employment

- **Communication Skills:** The ability to convey information effectively through various channels, including verbal, written, and non-verbal communication.
- **Critical Thinking and Problem-Solving Skills:** Analyzing information, identifying challenges, and developing effective solutions.
- **Teamwork and Collaboration:** Working effectively with others, sharing ideas, and supporting team goals.
- **Adaptability and Flexibility:** Embracing change, being open to new ideas, and adjusting to different situations.
- **Time Management:** Efficiently organizing and prioritizing tasks to meet deadlines.
- **Leadership:** Guiding and motivating others towards a common goal.

Classifying Workplace Skills

- Technical Skills: Specific expertise and knowledge required for a particular job or industry.
 - Soft Skills: Interpersonal and communication skills that enhance overall work performance and collaboration.
 - Transferable Skills: Versatile skills that can be applied across various roles and industries, such as problem-solving and adaptability.
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- Activity 1
 - Worksheet 1 – pair work

Values, Beliefs, Attitudes, and Character

- Values: Core principles and beliefs that guide an individual's behavior and decision-making process.
- Beliefs: Personal assumptions and convictions that shape how we perceive the world and ourselves.
- Attitudes: An individual's predisposition to respond positively or negatively to specific people, situations, or ideas.
- Character: The moral and ethical qualities that define an individual's overall integrity and reputation.

Values

- Values are core principles and beliefs that guide an individual's behavior and decision-making process.
- They serve as a moral compass, influencing how we interact with others and navigate life's challenges.
- Personal values shape our priorities and help us determine what is right or wrong in various situations.

Examples of Values

- **Honesty:** Being truthful and transparent in all actions, even when faced with difficult situations.
- **Integrity:** Upholding strong moral principles and adhering to ethical standards.
- **Respect:** Treating others with dignity, regardless of differences or disagreements.
- **Responsibility:** Being accountable for one's actions and commitments.
- **Compassion:** Showing empathy and understanding towards others' feelings and needs.
- **Excellence:** Striving for high-quality and outstanding performance in all endeavors.
- **Fairness:** Ensuring impartiality and equity in decision-making and interactions.
- **Courage:** Facing challenges and standing up for what is right, even in the face of adversity

Beliefs

- Beliefs are personal assumptions and convictions that shape how we perceive the world and ourselves.
- They are deeply ingrained and can influence our thoughts, attitudes, and behaviors.
- Beliefs may be shaped by personal experiences, cultural backgrounds, and upbringing.

Examples of Beliefs

- **Self-Efficacy:** Believing in one's ability to accomplish tasks and overcome obstacles.
- **Growth Mindset:** Embracing challenges and viewing failures as opportunities for learning and growth.
- **Optimism:** Holding a positive outlook on life and expecting favorable outcomes.
- **Locus of Control:** Believing in one's ability to influence events and outcomes in life.
- **Prejudices:** Holding biased opinions about certain individuals or groups based on stereotypes.
- **Self-Worth:** Believing in one's value and inherent dignity as a person.
- **Fatalism:** Believing that events are predetermined and beyond one's control.

Attitudes

- Attitudes represent an individual's predisposition to respond positively or negatively to specific people, situations, or ideas.
- Attitudes can influence our behaviors and interactions with others.
- They are often shaped by experiences, beliefs, and values.

Examples of Attitudes

- **Positive Attitude:** Approaching situations with optimism and enthusiasm.
- **Open-Mindedness:** Being receptive to new ideas and diverse perspectives.
- **Tolerance:** Demonstrating acceptance and respect for differing opinions and beliefs.
- **Prejudice:** Holding biased views and displaying discrimination towards certain individuals or groups.
- **Confidence:** Possessing self-assurance and belief in one's abilities.
- **Cynicism:** Exhibiting skepticism and distrust towards others' intentions.
- **Empathy:** Understanding and sharing the feelings of others.

Character

- Character refers to the moral and ethical qualities that define an individual's overall integrity and reputation.
- It is demonstrated through consistent actions and behavior over time.
- A strong character involves aligning one's actions with their values, beliefs, and attitudes

Examples of Character Traits

- **Trustworthiness:** Being reliable, honest, and keeping promises.
- **Respectfulness:** Treating others with kindness and consideration.
- **Responsibility:** Taking ownership of one's actions and being accountable for their consequences.
- **Caring:** Showing empathy and concern for the well-being of others.
- **Citizenship:** Contributing positively to the community and society as a responsible member.
- **Fairness:** Treating others equitably and without bias.
- **Courage:** Acting bravely and standing up for what is right, even in challenging situations.

Importance of Professional Skills

- Enhancing Employability: How developing these skills increases the chances of securing and excelling in a job.
- Workplace Success: How professional skills contribute to a productive and harmonious work environment.
- Career Advancement: How continuous improvement of these skills can lead to promotions and leadership opportunities.

Tips for Developing Professional Skills

- Continuous Learning: Seek opportunities to expand knowledge and skills through courses, workshops, and online resources.
- Practice and Application: Find ways to apply and reinforce your skills in real-life situations.
- Seek Feedback: Be open to feedback from colleagues, mentors, or supervisors to improve your professional skills.
- Embrace Challenges: Step out of your comfort zone and take on new challenges to enhance your skills.

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Thank You