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## **GRT** “SKILLS REQUIRED FOR EMPLOYABILITY”

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**Abstract:-** “Today’s century is the century of not only educational qualifications but demands overall development and special qualities. Today, employers in every industry, every sector emphasis the need for employees with certain foundation skill. India and its man power is again at the center stage of the world. “The shortage of appropriately skilled labor across many industries is emerging as a significant and complex challenge to India’s growth and future. **According to NASSCOM (National Association of Software Companies)**, each year over 3 million graduates and post-graduates are added to the Indian workforce. However, of these only 25 percent of technical graduates and 10-15 percent of other graduates are considered employable by the rapidly growing industries. Is graduation only not sufficient to get an entry in corporate world? The purpose behind writing this paper to highlight those special qualities which takes the graduate on tour of progress and development. One more object is to identify the employability skills require by young graduates and what are the ways to achieve the same.

**Keywords:** Education, Employability Skills, Employers Perception.

### **INTRODUCTION**

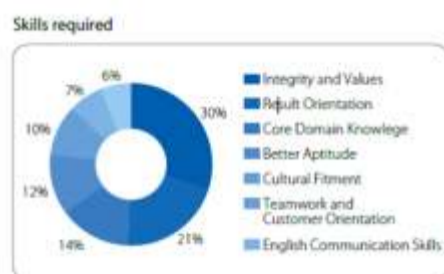
Developing countries succeed at promoting large scale economic growth depends largely on the ability of their workforce to compete effectively for jobs within an increasingly global economy (ISESE 2012 Report on skill for employability) India and its man power is again at the center stage of the world. According to research by “Boston Consulting Group” estimate is that by 2020 India will have a surplus of active population about 47 million people. (India Skill Development Report – 2014). “Peter Drucker – Management Guru” states that “what gets majored gets managed”. This is the true words of Wisdom when talent is referred as “human capital”. The difference between “Qualified” and “Skilled” talent pool is a common problem across the sectors while every year lakhs of qualified candidate get added to the talent pool, the one’s with required skill is very low. “Global challenges have given India an opportunity to raise the bar and exceed global standards. Education factories match demand and supply by providing qualified people through skills have taken a back”. Corporates needs skill of quality productivity and sustainability – (Senior VP – HR Teva Group, India Skill Report – 2014).

In today’s knowledge based economy quality of workforce is more important than quantity. In this paper we are focusing on what is skill and how it has been related with employability?

**Skill :**

A skill is the learned ability to carry out a task with pre-determined results. (Wikipedia source) skill can be explained as developed form of ability or talent. A skill is a combination of ability experience and knowledge which helps person to do something well. Basically it has two components (a) A knowledge transformation process (b) A domain of application. Minsky and papert (17, P. 98) described developments in the field of artificial intelligence suggesting that “A very intelligent person might be that way because of specific local features of his knowledge organizing knowledge rather than because of global qualities of his thinking. So we can put it “skill” as an integrated transaction between the person and the environment.

Skill = Knowledge + Ability



There are different types of ability, with practice person can develop in self and later on it transforms into skill. We'll discuss in detail in later part. The second most important concept of this paper is employability.

**Employability :**

It can be defined as “A set of achievements – skills, understandings and personal attributes that make a graduate more likely to gain employment and be successful in their community and the economy”. – (Professor Mant, Yorke (2004)Employability in Higher Education : what it is – what it is not ESECT) The USEM Model (knight and yorke 2004) has given four wide and inter linked components :

1. Understanding
2. Skillful practices (Including deployment of skill)
3. Efficiency beliefs (Including student's view of themselves).
4. Meta – Cognition (Including self-awareness and a capacity to reflect on learning.)

Embedding employability into the core of higher education will continue to be a key priority of Govt., Universities and Colleges and employers. This will bring significant private and public benefit, demonstrating higher education's contribution to economic growth as well as its vital role in social and cultural development (HEFCE 2011).

**Employability – what it means?**

- ❖ It is a continuous and life long process.
- ❖ It applies to each and every student irrespective of their situation, courses or mode and medium of study.
- ❖ It is a university – wide responsibility.
- ❖ It is about supporting students to develop a range of knowledge, skills behaviour, attitude and attributes which will enable them to be successful not just in employment but in life.

Dearing (1997) linked employability to the acquisition of skills for life. As per his recommendation – higher education focus on key skills which were the key to the future success a graduates what ever they intend to do in later life. (Page 133)



“Skills Required for Employability”

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The skills and other qualities that enhance an individual’s employability are, in many cases those which facilitate learning and application of subject knowledge. (student employability profile –Clairrees/Peter Forbes).

**Objectives:**

- ❖ To make students aware about the market demands in terms of special quality.
- ❖ Enlighten students on percentage associated to different skills and their requirement of employability.
- ❖ Details explanation and meaning different types of skills for student’s awareness.
- ❖ To make student aware about the criteria require by market for employability.

**Research Methodology:.**

This involved scoping activity including (1) literature review and encompassing relevant published journals. (2) views of some HR Manager – (Times Of India News Paper January 2015) 3) Web based skill report study.

**Limitation:.**

As skills require for employability it self a one seprate chapter or subject to be discussed but here I am trying to summarize it under one roof. So can’t present in full version as it should what are Employability skill. To be successful in the role you are going to play as an employee you will need to exhibit a mix of skills i.e. “employability skills”. These are the skills which are necessary for getting, keeping and being successful in a job. (Website:www.skillyouneed.com)

**Brief Descriptions :**

Important Skills



**1. Personal skill:**

Personal development skills are the skills are those which help to set personal goals and to achieve personal empowerment. Building of a strong and effective skill-set through personal development will help to make relevant and positive choices and decisions in the future.

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**Building Confidence and Self-Esteem:** Confidence is not a static measure, our confidence to perform roles and tasks can increase and decrease; some days we may feel more confident than others. Confidence comes from feelings of well-being, acceptance of our body and mind (self-esteem) and belief in our own ability, skills and experience. Self-esteem is how we feel about ourselves, the way we look, the way we think - whether or not we feel worthy or valued. People with low self-esteem often also suffer from generally low confidence, but people with good self-esteem can also have low confidence. It is also perfectly possible for people with low self-esteem to be very confident in some areas.

“Optimism is the faith that leads to achievement. Nothing can be done without hope and confidence.”  
**(Helen Keller - Author, political activist, and lecturer. The first deaf and blind person to earn a BA degree in the US.)**

❖ **Effective Communication Skills:** Communication is simply the act of transferring information from one place to another, whether this be vocally (using voice), written (using printed or digital media such as books, magazines, websites or emails), visually (using logos, maps, charts or graphs) or non-verbally (using body language, gestures and the tone and pitch of voice). **Listening is a vital interpersonal communication skill.** When we communicate we spend 45% of our time listening. Most people take listening for granted but it is not the same as hearing and should be thought of as a skill. Following are important points in this area:

- ✓ Listening, understanding and speaking clearly
- ✓ Writing appropriately for different audiences
- ✓ Persuading & negotiating effectively
- ✓ Demonstrating empathy, assertiveness & tact
- ✓ Understanding the needs of customers/clients
- ✓ Establishing relationships & using networks
- ✓ Sharing information & proposing ideas
- ✓ Fluency in English & other languages
- ✓ Logically summarizing information or data
- ✓ Chairing a meeting

**Assertiveness:** Assertiveness means standing up for your personal rights - expressing thoughts, feelings and beliefs in direct, honest and appropriate ways. It is important to note also that, by being assertive we should always respect the thoughts, feelings and beliefs of other people. Assertive behavior includes:

- ❖ Being open in expressing wishes, thoughts and feelings and encouraging others to do likewise.
- ❖ Listening to the views of others and responding appropriately, whether in agreement with those views or not.
- ❖ Accepting responsibilities and being able to delegate to others.
- ❖ Regularly expressing appreciation of others for what they have done or are doing.
- ❖ Being able to admit to mistakes and apologise.
- ❖ Maintaining self-control.
- ❖ Behaving as an equal to others.

## 2. Interpersonal skill:

**Problem Solving Skills:** Everybody can benefit from having good problem solving skills as we all encounter problems on a daily basis; some of these problems are obviously more severe or complex than others. It would be wonderful to have the ability to solve all problems efficiently and in a timely fashion without difficulty, unfortunately there is no one way in which all problems can be solved.

*“The measure of success is not whether you have a tough problem to deal with, but whether it is the same problem you had last year.”* (John Foster Dulles, Former US Secretary of State.)

Effective problem solving usually involves working through a number of steps or stages, such as those outlined below.

- ✓ Analysing facts & testing assumptions
- ✓ Defining the problem & contributing factors
- ✓ Developing creative, innovative &/or practical solutions
- ✓ Showing initiative in identifying & solving problems
- ✓ Solving problems independently & in teams
- ✓ Applying a range of strategies to problem solving
- ✓ Designing contingencies
- ✓ Developing & evaluating a range of options
- ✓ Making realistic decisions & action plans
- ✓ Using mathematics including budgeting & financial management to solve problems Resolving customer concerns in relation to complex issues
- ✓ Implementing & monitoring solutions
- ✓ Evaluating processes & outcomes

**Initiative & Enterprise Skills:** Decision making is the act of choosing between a number of alternatives. In the wider process of problem solving, decision making involves choosing between possible solutions to a problem. Decisions can be made through either an intuitive or reasoned process, or a combination of the two. There are usually a number of stages to any structured decision making.

Identifying opportunities not obvious to others which requires attentiveness and alertness.

#### “Skills Required for Employability”

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- ✓ Assessing the competitive advantage of ideas in favor of organizational growth and personal as well as team development
- ✓ Identifying customer or client requirements
- ✓ Developing strategic goals
- ✓ Being creative, initiating ideas & innovative solutions•
- ✓ Determining the commercial viability of ideas
- ✓ Translating ideas into action•
- ✓ Demonstrating political, commercial, environmental, cultural, etc sensitivities•
- ✓ Liaising with stakeholders & sponsors•
- ✓ Using a range of business communication methods
- ✓ Marketing & selling a product or service

**Planning & Organising Skills:** The ability to manage self and/or others, and resources including time and surrounding circumstances to reach a specific goal. Organizational skills are important but there are several, more specific skills that together give a person "strong organizational skills." Person with these skills are generally considered to have the ability to manage his duties through wise planning, time optimization, detail orientation and prioritization.

**TEAM-WORK:** Being in groups is part of everyday life and many of us will belong to a wide range of groups, for example: family groups, social groups, sports groups, committees, etc. Teamwork is "work done by several associates with each doing a part but all subordinating personal prominence to the efficiency of the whole"

- ✓ working across different ages and irrespective of gender, race, religion or political persuasion?
- ✓ working as an individual and as a member of a team
- ✓ knowing how to define a role as part of the team?
- ✓ applying team work to a range of situations e.g. futures planning, crisis problem solving
- ✓ identifying the strengths and weaknesses of the team members?
- ✓ Coaching and mentoring skills including giving feedback.

**3. Leadership skills:** Perhaps the most important skill a leader needs is to be able to think strategically. Leadership is all about having a vision of where you want to be and working to achieve that vision. Leaders come in all shapes and sizes and lead in all different aspects of human life and endeavor. We are all capable of being leaders somewhere and at some time. We simply have to motivate ourselves or be motivated to lead. Following are some points which one has to keep in mind for effective leadership:

- ✓ Coach and mentor others.
- ✓ Be willing to take risks.
- ✓ Be able to negotiate.
- ✓ Motivate and direct people as they work.
- ✓ Demonstrate efficiency.
- ✓ Seek to simplify processes.
- ✓ Save time or money for the company by analyzing business needs.
- ✓ Build partnerships and teams with coworkers.

#### 4 Presentation skill:

Presenting information clearly and effectively is a key skill to get your message or opinion across and, today, presentation skills are required in almost every field.

#### 5 Numeric skill:

Numeracy skills are not just for scientists, accountants and the tax man, many professions require at least a basic level of understanding when it comes to numeracy and mathematics. See the points:

- ✓ decide what needs to be measured or calculated
- ✓ observe and record data using appropriate methods, tools, and technology
- ✓ make estimates and verify calculations
- ✓ Show an understanding of basic numeracy and its application to practical situations.
- ✓ Present numerical data effectively and the ability to explain numerical information clearly.
- ✓ Show an understanding of basic statistical operations and appropriate application of such.
- ✓ Model problems mathematically and solve problems quantitatively.
- ✓ Demonstrate an awareness of commercial financial issues affecting organizations.

### **6Technology:**

Acquiring basic IT skills and being familiar with using a computer may open up a wide range of employment opportunities and increase marketability in the workplace. It is likely that a modern job will require being familiar with at least some computer applications. Computer literacy means understanding what computers can and cannot do. Learning some of the basics of information technology, for example how to send and receive emails, use the internet effectively, and use word processor and spreadsheet software.

### **CONCLUSION:**

Above discussion shows that, skills are developed by practice. There will always be some job specific skills that an employer is looking for. These includes, a strong academic grounding as well as individual abilities such as team work, problem solving, work ethics and integrity. Skill development is essential, in order to secure a job and for further growth. This paper is designed to guide the readers in identifying core skills for employability and understanding their importance. The skills, knowledge and competencies that enhance a worker's ability is must at different periods of the life cycle. Individuals are most employable when they have broad based education and training, basic and portable high level skills. While there are variations in the classification of employability, there is a broad understanding of those qualities; characteristics; skills and knowledge constitute employability in general and for graduates in particular. Employers expect graduates to have the technical and discipline competences from their degrees but require graduates to demonstrate a range of broader skills and attributes that include team-working, communication, leadership, critical thinking, problem solving and often managerial abilities or potential.

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