

# EMPLOYABILITY SKILLS

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The Skills You Need for a Job

# Don't Plan on a Career for life...

A rapidly changing world and economic system means:

1. You will likely have a variety of jobs with a variety of employers over your life
1. You will work in different sectors during your working life
2. You need to be flexible in your working patterns (ADAPTABILITY) and be prepared for change.

# In Order to Succeed:

- You need to obtain a set of “transferable skills”
- Transferable skills are not specific to one particular career path.
- Rather, transferable skills are generic across all employment sectors.

# Employers today:

- Are looking for skills BEYOND qualifications and experience.
- “Hard skills” versus “soft skills”
- In what jobs (if any) do you think hard/ cognitive skills are more important than soft/non-cognitive skills?

# Employability Skills:

- In times of high unemployment (where there is a high supply of available workers) employers will favor those with the right skills.
- “Employability Skills” (or skills that make you employable) are the skills that enable one to:
  - Get a job
  - Keep a job
  - Be successful within that job

# Employability Skills enable you to:

- Get along with your colleagues
- Make critical decisions
- Solve problems
- Give and earn respect

# Interpersonal Skills: interacting with others

- Good interpersonal skills allow you to work effectively as a member of a team.
- They also enable you to negotiate, empathize and build relationships with colleagues and clients/customers

# Communication Skills: verbally and in writing

- THINK! Why is communication important?
- Employers want employees that can get their message across with less chance of misunderstanding.
- It involves verbal and written communication, BUT it also involves active listening skills.
  - This means NOT ONLY hearing, BUT ALSO gaining and UNDERSTANDING information.
- Listening = less mistakes and a greater understanding of needs



# Critical Thinking Skills:

- Critical thinking is reasonable, reflective thinking that is focused on deciding what to believe and do.
- It means considering pros and cons and point-of-view
- Critical thinking can result in better decisions and fewer mistakes

# Personal Development:

- ATTITUDE.
- Eagerness to learn and develop-- personally and professionally
- Willingness to change: adaptable, flexible and patient
- Self-motivated
- Confident
- Considerate of personal appearance
- Self-management (autonomy)
  - Avoiding negative emotions (anger and stress)

# Leadership Skills:

- Leadership skills give you the ability to influence others toward the achievement of a goal.
- Leaders are:
  - Confident
  - Team players
  - Respectful
  - Credible

# Application:

- Imagine you are hiring a new employee (you're the boss!). Create a job posting for the position that incorporates 5 soft/non-cognitive skills *in addition to* the hard/cognitive skills required for that particular job.
- Consider what kind of work you are in (food services, retail, trades etc.—be specific!)
- Do some research regarding what kinds of hard skills would be necessary in that line of work.
- Explain what the position is (job description), what kind of employee you are looking for and what kind of skills/attributes/experience you want them to have.