

Employability Skills

Module 1 - Introduction to Employability Skills

Employability skills are the basic skills that help you get a job and do well at work. These include communication, teamwork, problem-solving, time management, and being willing to learn. These skills are important in every job and make you a good and reliable worker.

Why Employability Skills are Important?

1. **Increase job opportunities** - Employers look for candidates who have more than just technical knowledge. They want individuals who can communicate well, work in teams, and adapt to changes
2. **Improve job performance** - Having the right skills helps you perform tasks more effectively and efficiently.
3. **Support career growth** - As you develop employability skills, you show that you can take on more responsibility, adapt to new roles, and work well in a variety of situations.
4. **Enhance adaptability** - The workplace is constantly changing, whether it's new technology, methods, or team structures. Employability skills help you stay flexible and open to learning new things, making it easier to adjust to these changes and stay relevant in your career.
5. **Boost confidence** - When you have the skills to communicate, solve problems, and manage tasks effectively, you become more confident in your ability to succeed. Confidence is key to taking on challenges, volunteering for new projects, and advancing in your career.
6. **Create a positive work environment** - Skills like teamwork, good communication, and a positive attitude help create a collaborative and supportive work environment. When you work well with others, it leads to better teamwork, increased productivity, and less workplace conflict.
7. **Make you stand out** - Many people may have the qualifications for a job, but those with strong employability skills are more likely to stand out. Employers want people who not only have the technical skills but also demonstrate emotional intelligence, a good work ethic, and a willingness to learn.

Government of India Learning & Employability Portals

1. **SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds)**
 - Website: <https://swayam.gov.in>
 - Use: Offers free online courses from school to university level, including engineering, humanities, and management.
2. **NPTEL (National Programme on Technology Enhanced Learning)**

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- Website: <http://nptel.ac.in>
 - Use: Provides engineering and science courses developed by IITs and IISc.
- 3. DIKSHA (Digital Infrastructure for Knowledge Sharing)**
- Website: <https://diksha.gov.in>
 - Use: Platform for teachers and students to access curriculum-aligned resources.
- 4. ePathshala**
- Website: <https://epathshala.nic.in>
 - Use: Offers educational resources for teachers, students, and parents in multiple languages.
- 5. National Career Service (NCS)**
- Website: <https://www.ncs.gov.in>
 - Use: Provides employment services including job matching, career counseling, and vocational guidance.

Haryana-Specific Learning & Employability Portals:

- 1. Haryana Skill Development Mission (HSDM)**
 - Website: <https://skill.haryana.gov.in>
 - Use: Aims to empower youth by providing skill training aligned with industry needs. skill.haryana.gov.in
- 2. e-Learning Portal by HARTRON**
 - Website: <https://elearninghartron.org.in>
 - Use: Provides structured training modules for government employees to enhance digital literacy. [Elets digitalLEARNING+3New Kerala+3Punjab Newslines+3](#)
- 3. SCERT Haryana e-Learning@home**
 - Website: <https://scertharyana.gov.in/e-learninghome/>
 - Use: Offers online resources and training for teachers and students, including digital content and tools

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 **ICSE**

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Key Basic Employability Skills:

1. Communication:

This encompasses both verbal and written communication, including active listening, clear articulation, and effective presentation skills.

2. Problem-solving:

The ability to identify problems, analyze situations, and develop effective solutions is a highly sought-after skill.

3. Teamwork

Working collaboratively with others towards a common goal is essential in most workplaces.

4. Adaptability:

The capacity to adjust to changing situations, embrace new challenges, and learn quickly is crucial in today's dynamic job market.

5. Time management:

Effectively organizing tasks, prioritizing deadlines, and managing time efficiently is essential for meeting workplace expectations.

6. Leadership:

The ability to influence and inspire others, whether in a formal or informal leadership role, is a valuable asset.

7. Critical Thinking:

Analyzing information, evaluating arguments, and making sound judgments are key skills for problem-solving and decision-making.

8. Interpersonal Skills:

Building positive relationships with colleagues, customers, and supervisors is essential for a smooth and successful work environment.

9. Responsible:

Being trustworthy, dependable, and consistently fulfilling responsibilities is a fundamental aspect of employability.

Key Ways to Improve Employability Skills:

- **Improve Communication** - Practice clear speaking and writing.
- **Gain Experience** - Do internships, volunteer, or freelance.
- **Learn Technical Skills** - Take courses and earn certifications.
- **Develop Soft Skills** - Work on teamwork, adaptability, and problem-solving.
- **Build a Professional Profile** - Use LinkedIn and create a portfolio.
- **Practice Interviews** - Prepare for common questions and refine your resume.
- **Network** - Connect with professionals and attend events.
- **Stay Updated** - Follow industry news and trends.

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Do's and Don't for the Interview:

Do's:

- **Research the Company:** Know its mission, values, products, and recent news.
- **Dress Appropriately:** Match the company's dress code – usually business casual or formal.
- **Arrive on Time:** Aim to be there 10-15 minutes early.
- **Practice Common Questions:** Rehearse answers to questions like “Tell me about yourself,” and “Why should we hire you?”
- **Bring Necessary Documents:** Resume, ID, portfolio, or certificates if needed.
- **Maintain Eye Contact:** It shows confidence and engagement.
- **Be Polite and Positive:** Greet everyone courteously and stay upbeat.
- **Ask Thoughtful Questions:** Prepare 2-3 questions to ask about the role or company.
- **Listen Actively:** Let the interviewer finish before responding.
- **Follow Up:** Send a thank-you email within 24 hours.

Don'ts:

- **Don't Be Late:** It creates a negative first impression.
- **Don't Speak Negatively:** Avoid criticizing past employers or colleagues.
- **Don't Lie or Exaggerate:** Be honest about your skills and experience.

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- **Don't Use Slang or Filler Words:** Speak clearly and professionally.
- **Don't Interrupt:** Always wait for your turn to speak.
- **Don't Be Unprepared:** Know the job role and how your skills align.
- **Don't Talk Money Too Early:** Wait until the employer brings up salary.
- **Don't Bring Food or Drink:** Keep it professional.
- **Don't Forget to Silence Your Phone:** Distractions are unprofessional.

Assignment

Ques 1: What does SWAYAM offer?

- A. Sports training
- B. Free online courses
- C. Cooking classes only
- D. Travel services

Ques 2: Which of the following is NOT an employability skill?

- A. Communication
- B. Time management
- C. Watching movies
- D. Problem-solving

Ques 3: Which skill helps you manage tasks and meet deadlines?

- A. Drawing
- B. Time management
- C. Shopping
- D. Listening to music

Ques 4: What does "adaptability" mean?

- A. Doing the same thing every day
- B. Changing jobs often
- C. Adjusting to new changes and learning quickly
- D. Refusing to learn

Ques 5: What is a good way to build a professional profile?

- A. Playing online games
- B. Creating a LinkedIn account
- C. Posting funny videos
- D. Chatting with friends