

Developing yourself- important skills for the workplace today



**ASSIGN
BUSTER**

Developing yourself-important skills for the workplace today Nowadays employers are looking for people with analytical reasoning skills, communicationskills and creativity. But why, this is an obvious problem. Because all employers want their companies or enterprises can better develop. They do not want to hire people who do not have competence to destroy their company. However these above skills are important for the companies and enterprises. The following is an analysis by why employers look for people with these skills.

First is the analytical reasoning skills, it is deals with your ability to assess a situation, seek multiple perspectives, gather more information, and identify key issues that need to be addressed. Highly analytical reasoning thinking with demonstrated talent for identifying, improving, and streamlining complex work processes. The world values people who have good analytical skills, who can see the big picture from the details, and who can think in terms of multi-disciplinary combinations.

According to Thomas Friedman, author of *The World is Flat*, it's " interdisciplinary combinations - design andtechnology, mathematicsand art - that produce YouTube andGoogle. " In this age of overflowing information, in which the number of words on the Internet is close to surpassing the total number of words spoken in the history of humanity, we must know how to analyze and deal with information; to know what are good sources of information, to be able to access it and usediscriminationto make effective use of it.

As a whole, analytical ability is an important skill which the college students or professionals must develop in order to achieve the success in the workplace. For example if you want to buy an air conditioner. You analyze the air conditioner itself, is it a good brand, is it present technology, and what about compare to other present technologies. So what about your decision? And then you analyze the financial impact, do you have money for it, do you use cash or credit for it? After that you analyze do you home have a place to put it? So you look at all point of view of the same situation.

If you want to be analytical, you have to weigh up your selection, think about them before you act, and not act on first impulse about much of anything.

Second is the communication skills, Communication is the heart of every organization. Everything you do in the workplace results from communication. Thereby good reading, writing, speaking and listening skills are essential if tasks are going to be completed and goals achieved. As you develop your career you will find various reasons why successful communication skills are important to you. Shirley Taylor, March 11, 2009).

Why it is important to you, because you will get a lot of benefits, for example: you will need good communication skills to make sure your application letter is fluency and acted upon. You will need to communicate perfect during your interview if you are to sell yourself and get the job you want. You will need to discuss problems, give instructions, work in teams, and interact with colleagues and clients. If you want to achieve co-operation and effective teamwork, good human relations skills are essential.

As the workplace is also becoming more global, there are many factors to consider if you want to communicate well in such a diverse environment. The <https://assignbuster.com/developing-yourself-important-skills-for-the-workplace-today/>

most successful corporation understands that if they want to be successful in today's business world, good communication at all levels is essential.

Today's workplace is constantly changing, so learning more about effective communication will help us all adapt to our changing environments. (Shirley Taylor, March 11, 2009). Last but not the least, it is the creativity. “ A man of great common sense and good taste, meaning thereby a man without originality or moral courage. (Sir Walter Besant). Some researchers define creativity as combining existing elements in an innovative way to create a new purpose or result. But others see creativity as the ability to generate new ideas from looking at how things are related. The book keys to success (2009, p. 110-111). Creativity is one of the most important things in the world because if each person did not have creativity then everything the same. Each person has there own type of creativity and that is why there are unique art, movies, clothing, etc. And then let’s talk about how we can develop these important skills while in college.

Some suggest about analytical skills: I think to openteacher-student relationship helps the student become a good advice. It's difficult for the student to do this if he is not engaged or open to what the teacher has to say. And the other method is learning how to question. Everyone knows how to question. It is part of what makes us human- we meet new people and ask them where they come from, what they do for a job, whether they are married. However, as you studies progress you will find that you need to think more deeply about how you question and type of questions that you ask.

About communication skills there are some tips for improving your communication style. Adjust to the other styles of communication. Don't think it is too late to change your way of conversing because it's been years. You had to learn to communicate in the first place and you can unlearn certain behaviors or change them. Sometimes we get stuck in a communication rut. (Peter Murphy, 2007). Don't pick on others for communicating differently. If we all communicated in the same way, we'd soon be bored with each other. (Peter Murphy, 2007).

Last is about how to develop creativity. Brainstorming is also referred to as divergent thinking: you start with a question and then let your mind diverge-go in many different directions-in searches of solutions. Brainstorming is deliberate creativity thinking. When you Brainstorm, try to generate ideas without thinking about how useful they are; evaluate their quality later. Brainstorming works well in groups because group members can become inspired by, and make creativity use of, one another's ideas. The book keys to success (2009 p. 111).