

Employment skills

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Employment Skills Introduction In my essay I will talk about the skills required to get a good job nowadays. There will be three main points I will be discussing such as academic, personal management, and teamwork skills. I will give you examples of these skills, and reasons why this skill is important for you to get a job.

Academic Skills Academic skills are probably the most important skill you will need to get a job. It is one of the or the first thing an employer looks for in an employee. They are skills which give you the basic foundation to acquire, hold on to, and advance in a job, and to achieve the best results. Academic skills can be further divided into three sub-groups; communication, thinking, and learning skills.

Communication skills require you to understand and speak the languages in which business is conducted. You must be a good listener, and be able to understand things easily. One of the most important communicating skills would be reading, you should be able to comprehend and use written materials including things such as graphs, charts, and displays. One of the newest things we can add to communicating skills would be the Internet, since it is so widely used all around the world - you should have a good understanding of what it is and how to use it.

Think. Thinking critically and acting logically to evaluate situations will get you far in your job. Thinking skills consists of things such as solving mathematical problems, using new technology, instruments, tools, and information systems effectively. Some examples of these would be technology, physical science, the arts, skilled trades, social science, and much more.

Learn. Learning is very important for any job. For example, if your company, gets some new software, you must be able to learn how to use it, quickly and effectively after a few tutorials. You must continue doing

this for the rest of your career. It is one thing that will always be useful in any situation, not just jobs. Personal Management Skills

Personal management skills is the combination of attitudes, skills, and behaviors required to get, keep, and progress on a job and to achieve the best results. Personal management skills can be further divided into three sub-groups just as academic skills, which are positive attitudes and behaviors, responsibility, and adaptability. Positive Attitudes And Behaviors. This is also very important to keep a job. You must have good self-esteem and confidence in yourself. You must be honest, have integrity, and personal ethics. You must show your employer you are happy at what you are doing and have positive attitudes toward learning, growth, and personal health. Show energy, and persistence to get the job done, these can help you to get promoted or a raise. Responsibility. Responsibility is the ability to set goals and priorities in work and personal life. It is the ability to plan and manage time, money, and other resources to achieve goals, and accountability for actions taken. Adaptability. Have a positive attitude toward changes in your job. Recognition of and respect for people's diversity and individual differences. Creativity is also important. You must have the ability to identify and suggest new ideas to get the job done. Teamwork Skills Teamwork skills are those skills needed to work with others co-operatively on a job and to achieve the best results. You should show your employer you are able to work with others, understand and contribute to the organization's goals. Involve yourself in the group, make good decisions with others and support the outcomes. Don't be narrow minded, listen to what others have to say and give your thoughts towards their comments. Be a leader not a loner in the

group. Conclusion In conclusion I would like to say that all these skills I have discussed are critical to get, keep, and progress in a job and to achieve the best results possible for you. Of these skills though academic skills would be the most important skills you will learn, I think. So if you keep at these skills you will be happy with what you are doing unlike a lot of people who are forced to get jobs that they do not like.