

Essential Skills For Professional Development

Learning and Development

Employability Skills

Employability means having and using skills and abilities to get hired and stay employable. Even if you are capable of identifying and revamping the most complex networking problems. Once you recognize the skills that make you employable, you can practice and develop them in school and at home, so you are ready to use them on the job.

LEARNING

KNOWLEDGE

EXPERIENCE

COMPETENCE

SKILLS

ABILITY

TRAINING

GROWTH



Employability skills

Employability skills can generally be placed into two groups: hard skills and soft skills. Employers often look for people with hard skills to fill specific jobs.

Hard Skills: Domain and Industry Knowledge

Soft Skills: Attitude and personality

Ideal Job: Requires both the skills

Professionalism

- Professionalism, or work ethic, is the ability to show respect to everyone around you while you perform your responsibilities as best you can.
- It includes a basic set of personal qualities that make an employee successful.

These qualities include:

- Integrity
- Courtesy
- Honesty
- Dependability
- Punctuality
- Responsibility
- Career Skills
- Cooperative •
- Positive
- Open-minded
- Flexibility

Professional Appearance

Dress standards vary depending on the career that you choose. Good grooming habits are required in all professions. The following are recommendations for maintaining a well-groomed, professional appearance:

- Dress according to your workplace's dress code. This usually means that clothes will be clean, neat, and in good repair.
- Wear clean and appropriate shoes every day.
- Keep your hair neat and clean.

Recognizing the Value of Education

Finishing college is an investment in your future. Most companies will not hire an employee who has not graduated from college. College also provides an opportunity to prepare for a career, gain knowledge and build skills you will need to succeed at work, such as teamwork, leadership, and problem-solving. Clubs and organizations also help you build skills for future success.

Developing a Portfolio

A portfolio is a collection of information and documents that show the progress you make in college and in your career planning. It helps you stay on track to achieve your educational and career goals. You can also take it to interviews and job fairs so you have the information you need to fill out applications and the documents you want to show to potential employers.

Some things to include in a portfolio are:

- Resume
- Letters of recommendation
 - Sample cover letters
- Examples of achievement
 - List of references
- Awards and certificates

Creating a Resume

Your resume may be your most important job search document. It is a written summary of your work-related skills, experience, and education. It provides a snapshot image of your qualifications. It summarizes you, your skills, and your abilities. It is a statement of who you are, what you have done in your life, and what you hope to do next. Your resume may be the first communication between you and a potential employer

Identifying your Career

A career is a chosen field / area of specialization of work in which you try to advance over time by gaining responsibility and earning more money. Another word for career is occupation. A job does not necessarily lead to advancement. The career you choose has a major impact on the kind of life you will lead. Your career determines the type of training and education you will need. It might impact where you live and even who you will marry. Your career choice affects how much money you earn and how you spend most of your time.

Professional Development

Putting effort into career planning can help you set realistic and attainable goals for education and also result in professional development. It can help you identify your strengths and weaknesses, so you focus your resources on finding a career that you will enjoy. Spending time exploring career opportunities can also be fun and exciting, because you experience new situations and activities.

Thanks and Good Luck