ENHANCING JOB SKILLS AND ABILITY TO IMPLEMENT BEST PRACTICES

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Abstract:

There are two different sorts of skills that are relevant. The first group of skills is made up of transferable abilities that may be used in any position. Your capacity for success in the job is directly correlated to your level of interpersonal and communication skills, in addition to any and all other traits that you may possess. One of the attributes that are necessary to succeed in this line of work is a strong set of technical abilities. Some examples of marketable soft talents are the ability to use computers, administrative skills, and excellent customer service. Doing some study will help you have a better understanding of the difference between hard skills and soft abilities. Candidates seeking employment in the business sector are often expected to demonstrate an aptitude for good communication not only verbally but also in written form. Employers are always on the lookout for job candidates who have strong interpersonal communication skills since these skills are highly transferable from one role to another within an organization. As a result, working in tourism requires employees to have interpersonal or personal skills; the development of these types of soft skills has emerged as one of the primary concerns for employers in the hospitality industry. The findings of earlier research on the abilities associated with soft skills will be expanded upon in this study, and a practical model will be developed to evaluate the disparities in importance that exist between soft skills and how well they are performed. The Importance/Performance Analysis was utilized so that the differences in opinion regarding soft skills that exist between managers and employees could be investigated. The relevance of an employee's overall performance on their soft skills was plotted against an HR professional's overall score on the importance of their soft skills. In addition to that, this model suggests utilizing radial graphs in order to provide individual feedback regarding soft skill competencies.

Key Words: Job Skills, Best Practices, Professionalism, Leadership, Time management, Customer service, Strategic thinking

Introduction:

"The future belongs to those who learn more skills and combine them in creative ways."~

Robert Greene.

One of the major problems faced by the Nation today is the increasing mismatch between duration and employment. A big skill gap is noticeable between the industrial demands and students graduating from college. So far as higher education is concerned, youth pursuing technical or professional courses get jobs/employment sooner or later, but those who pass with humanities have to wait for a long time. NEP recognizes the importance of soft skills such as communication, teamwork, problem-solving, decision-making, analytical thinking, resiliency, etc. as imperative life skills.

People who are most driven to achieve their goals and who are most successful adopt a growth mentality and actively seek out opportunities to improve their professional abilities. There are many ways to acquire new skills, including through formal schooling and participation in training programs, but there are also many talents that may be picked up on the job. Working on improving your abilities while you're employed can help you develop your career more rapidly, however, the specific benefits vary depending on the way you study. In this post, we will go over the top six transferable work abilities that you can learn on the job, as well as the most efficient ways to build these talents.

What does it mean to learn skills on the job?

Learning new abilities or expanding one's knowledge over the course of one's employment is referred to as "learning skills on the job." During the on boarding process, the majority of employees will pick up certain skills on the job, while some may need to undergo rigorous training on the job-specific technical abilities they need. On-the-job training might take the form of practicing a task, shadowing more experienced co-workers, or participating in other types of professional development opportunities. It's possible that you have a specific skill objective in mind that you want to learn at work; nevertheless, many people find that they build their talents just by performing their tasks and searching for methods to advance their position on the job.

Six important job skills

Acquiring new abilities is a significant component of becoming used to a new work environment in a variety of different fields of endeavour. There are certain skill sets that are only applicable to certain jobs or industries, however, many other fields provide on-the-job training for the same skill sets. The following is a list of the kinds of talents that are typically acquired on the job:

1. Industry or product knowledge.
2. Professionalism
3. Leadership
4. Time management
5. Customer service
6. Strategic thinking

1. Look for opportunities:

Finding possibilities for professional development is one of the most crucial elements in the process of developing work skills. When searching for a new career, you should think about working somewhere that places a strong emphasis on employee education and development. People who are interested in furthering their careers can take advantage of the many organizations that provide free professional development classes and other types of training. Asking your boss or getting in touch with the human resources department of your workplace is both good places to start looking for possibilities to gain new skills while working.

2. Assess your skills

It is important to have an understanding of your current degree of expertise in a variety of talents before you can concentrate on acquiring a new ability. Assessments are, in fact, a useful method for testing both your knowledge and your talents in a variety of specialized domains. If you have the drive to pursue a certain line of work that relies heavily on your technical abilities. You have the option to take examinations that are particular to your field. If you are able to identify your areas of strength as well as those in which you might need development, you will be in a better position to choose which professional skills you should prioritize improving.

3. Practice

After deciding on an ability to hone, make a regular practice of that ability a priority. The quicker you may become an expert in a talent depends directly on how much you practice that skill in your day-to-day tasks at work. If at all feasible, you should start honing your abilities under low-pressure scenarios that won't have an effect on the quality of the job you do as a whole.

4. Learn from others

When it comes to increasing your level of competence in a skill that you are learning on the job, one of the greatest ways to do it is to learn from a person who is already very talented in that field. You may ask a colleague who is exceptionally skilled in one area to "watch" them for a day or organize a meeting to discuss the colleague's approach to achieving their level of success. You may also ask them to watch you carry out a skill or activity and then solicit their feedback on how you might enhance your performance. As you grow your professional abilities, you should make an effort to learn from a wide variety of your co-workers in order to discover a method that is most suitable for you.

5. Ask for feedback

In addition to working side-by-side with a co-worker, one of the best ways to pick up new abilities on the job is to make it a point to solicit regular feedback from both your manager and anybody else with whom you frequently work. Your co-workers may be able to offer helpful guidance on how they acquired certain abilities on the job and may also be able to point you in the direction of helpful resources and chances for training. When you approach others for criticism, make sure to be kind and sensitive to what they have to say so that you can improve.

6. Track your progress

You may keep track of your progress as you build your talents by frequently completing assessments and comparing your current knowledge and abilities to the skill level you started at initially. This might help you maintain your motivation and make any adjustments to your learning technique.

Institutional Best Practices

1. Skill Enhancement initiatives: As per various surveys, more than half of all graduates are not employable in any sector based on industry standards. There is a definite disconnect between the skill set and aptitude of the majority of graduates and the needs of the industry. In Industry, at the entry-level, there is an expectation from a graduate to be pre-equipped with certain skills such as communication, interpersonal behaviour, English fluency, team work, and basic computer knowledge. Keeping this in mind, various new initiatives were taken:

Short-term Courses: Short-term Courses for students were launched by the college for the first time. The main objective to start short-term courses in the college was to augment the undergraduate course curriculum, to empower the student to meet challenges after graduating from college, and to enhance their soft skills of the students. The following courses were launched by the college

Steps to learning skills on the job

Education opportunities offered by your business can help you develop in your profession and make your CV more appealing to potential employers in the future. To get the most out of your experience and make the most of the opportunity to acquire new skills on the job, bear in mind the following stages as you move through the process:

Skill-Based Programme under Community College Scheme:

The 12th Five Year Plan Document of the Planning Commission has also laid a special emphasis on the expansion of skill-based programs in higher education and introduced Community College (CC) scheme for its implementation. Under this scheme, the college was chosen to start Advanced Diploma in TV Programme and News Production program to serve multiple needs including.

i)   Career-oriented education and skills for students interested in directly entering the workforce

ii)   High-touch remedial education for secondary school graduates not ready to enroll in traditional colleges, giving them a path to transfer to three or four-year institutions

iii)   General interest courses to the community for personal development and interest

The curriculum of this course is designed to equip the students with an intellectual and interdisciplinary approach that prepares them for the Industry. The learning process aims to strike a balance between the theoretical and practical approach to the field. The syllabus of the course is in alignment with the National Occupational Standard of the Sector Skills Council and NVEQF / NSQF. The syllabus has been developed in consultation with industry professionals, academicians Media Entertainment Skill council. In order to make education relevant and to create an 'industry fit' skilled

workforce, the college will be in constant dialogue with the industry so that they remain updated on the requirements of the workforce in the industry.

The course offers credit-based modular programs, wherein banking of credits is permitted so as to enable multiple exits and entry. This would enable the learner to seek employment after any level of certification and join back as and when feasible to upgrade her/his qualification/skill competency either to move higher in her/his job or in the higher education system. This will also provide the learner an opportunity to move from the vocational stream to the general stream and vice-versa, subject to fulfilling the entry qualifications.

Skill Enhancement Workshops:

Hands-on workshops facilitate better learning and impart the necessary skill set to the students. The college organized many skills enhancement workshops in 2018-19. Some of the major workshops organized by the college were: Fact Checking and Online Verification, Technical Writing and Communication Skills, English Language Proficiency Workshop, Election Survey Analysis, Digital Marketing, Growth Hacking and Big Data, Machine Learning, Logistics Supply Chain Management, and workshop on Kangra Miniature Painting.

Agrasen Baroji Help Initiative (ABHI):

In 2011, Maharaja Agrasen College offered a collaborative hand to residents of Baroji Village in the Nuh (Mewat) district of Haryana in order to synergize the dynamism of our students, faculty, and the natives of Baroji. The attempt was to blur boundaries and to understand their core issues with the aim to extend our resources to them. Multiple visits by students and faculty to Baroji every year have led to a relationship based on mutual understanding and trust. They are now an integral part of the college and the college takes pride in its association with the residents of Baroji.

Students helped in setting up a Library and sports facilities for the residents of Baroji. They also helped in spreading awareness about government policies and their implementation through the screening of films. The past six years have seen a bond develop and strengthen and the college seeks to engage more and more students in different extension activities at Baroji to enable wider participation and to synergize core competencies in a dynamic association. The College had also synergized the ambitious Swachhta Abhiyan launched by the Honourable Prime Minister; a team of fifty students undertook various Cleanliness Drives within the village. Also, numerous sensitization programs on sanitation and hygiene were brought forth. A three-day camp was organized in Baroji village in 2019 with the objective to interact with villagers, and hold plantation drives, and workshops for villagers to apprise them about government policies for them.

Other Activities of Best Practices

❖ Encouraging experts from the industry to visit Technical Institutions to deliver lectures.

❖ Participation of experts from the industry in curriculum development. Collaborative degree

Programs.

   ❖ Arranging visits of staff members to various industries.

   ❖ Industrial testing by faculty & technicians at the site or in the laboratory.

   ❖ Joint research programs and field studies by faculty and people from industries.

   ❖ Visits of faculty to industry for study and discussions or delivering lectures on subjects of

mutual interest.

   ❖ Visits of industry executives and practicing engineers to the Institute for seeing research work

and laboratories, discussions, and delivering lectures on industrial practices, trends, and experiences.

   ❖ MoU between the Institute and industries to bring the two sides emotionally and strategically

closer.

   ❖ Human resource development programs by the faculty for practicing engineers.

   ❖ Short-term assignment to faculty members in industries.

   ❖ Visiting faculty/professors from industries

   ❖ Professorial Chairs sponsored by industries at the Institute.

   ❖ R&D Laboratories sponsored by industries at the Institute.

   ❖ Apprenticeships/Scholarships/ Fellowships instituted by industries at the Institute for students.

   ❖ Practical training of students in industries.

   ❖ Professional consultancy by the faculty to industries

Define your goal:

While you are working, keep your attention focused on the final goal, and give some thought o the reasons you want to develop your skills. If you limit your focus to a single ability at a time, you can improve both the speed and quality of your skill acquisition.

•Find a mentor.

If you have someone you can frequently meet with to discuss your progress and receive direction from, it will speed up the process of acquiring new abilities for you. This helps guarantee that you complete activities correctly utilizing the best practices that are standard in the industry.

Develop a strategy:

Make a strategy for learning each ability, taking into account the resources you have at your disposal. The establishment of objectives and standards enables you to track and evaluate your progress.

Challenge yourself.

Once you have begun effectively applying your newly acquired talents on the job, you should continue to develop your skills by seeking for new challenges to take on. This demonstrates the desire and has the potential to lead to you being a very useful employee in your place of employment.

Computer skills

The capacity to learn and use a variety of different technologies is required for computer skills. The ability to physically control a computer is referred to as having hardware skills. Having hardware skills can be as basic as understanding how to turn gadgets on and off. Having abilities in software allows you to use computer tools and apps more effectively. Employers may need applicants to possess certain software abilities in order to be considered for employment. These skills may include the ability to use spreadsheets or familiarity with a particular coding language.

Related computer skills include: Typing/word processing, Fluency in coding languages, Systems administration, Spreadsheets, Email management

Suggestions

❖ Restructuring the educational ecosystem is a critical first step in dealing with the rapid changes occurring in response to demands and needs.

❖ A strong skill-based education model has the potential to change perceptions of career opportunities and also makes it imperativeto take a creative and innovative approach to train youth who are in the very productive age group.

❖ Help countries use skill development to maximize opportunities and mitigate the negative impact of global drivers of change such as technology, trade, and climate change; Integrate skill development into national and sectoral development strategies;

❖ Build seamless educational pathways that connect basic education, vocational training, labour market entry, and lifelong learning; Extend access to education and training for those in society who are at a disadvantage.

❖ Building policy coherence in linking education and skills development to today's labour markets as well as to the technology, investment, trade, and macroeconomic policies that generate future employment growth is required for governments to be able to connect skill development to broader growth, employment, and development strategies.

❖ This requires governments to collaborate with other social partners in order to accomplish this goal. Because of this, a robust social discussion, efficient coordination among ministries, and enhanced communication between employers and training providers are of the utmost importance.

Conclusion:

The National Education Policy (NEP) 2020 has given special emphasis on vocational education through integration and mainstreaming of vocational education with general education which will help students in acquiring various skills to meet the needs of the industries and to improve the quality of education. It advocates for a creative and multidisciplinary curriculum that includes the humanities, sports and fitness, languages, culture, arts and crafts, and so on. It recognizes life skills such as communication, cooperation, teamwork, and resilience. This modified approach will definitely assist students in developing academic expertise as well as critical leadership skills that will aid them in their career paths. Reforming curricula through enhanced content of vocational knowledge and skills, better course alignment with skill standards and interdisciplinary content connections, ensuring that qualifications are relevant to perceived social and

economic needs, Focus on good practices and innovations by teachers in teaching-learning, Community and industry partnerships for vocational exposure through informal internship programs, collaborating with Industrial Training Institutes, polytechnics, local businesses, industries, hospitals, agriculture farms, local artisans are some important initiatives that are very much necessary in this pathway

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