

Training Graduates for Employability Skills Can Change Their Professional Life

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Abstract

One of the goals of education is to make a person stable for his earnings. Actual life is far different than what colleges teach. Most topper and rankers fail to clear their interviews as they are not trained for this. They find the job conditions hard and inhuman. It is the role of a teacher to train students in all necessary professional skills. If a graduating student is provided employment based guidance during one's study, one can be more hopeful and confident for his career. It is observed that all the students who get a good job soon after their college are seemed to be well trained in soft skill. Once this skills was gifted by parents, teachers or other well-wishers. At present time it is a need of time to provide these skills separately. As today the tread and commerce is becoming global, more and more skills are being developed time to time. The development of technology also asked us to be more update and learn digital skills as well. In most of the courses these professional skills are limited up to some communication skills and some correspondence practice. Companies and industries say that this is necessary but not sufficient. They need more trained and more skilled employees to work with integrity and team work. Teaching of employability skills can make them able and their ability will make them stable. Training students in professional skill can change their future.

Key words:

Employability skills, Soft skill, Digital skill, Communication, Presentation, Team work, Interview techniques.

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For any pass out student first aim is to seek a good job. Most fresh graduates think with their limited knowledge that good grades are the only way for a reputed placement. Many of them miserably fail to get a good job. With the passage of time they feel disappointed and degraded. They feel ashamed that they are jobless even after graduating from a good college. Market says this generation of students is unemployable and impractical. To avoid this scenario they must be trained for employability skills during their college time. Every now and then companies and organizations suggest correcting these loopholes of students so that they can become good employees. It is a moral responsibility of academicians to support their students by training them for adequate professional skills. Colleges have to provide a conducive environment for workmanship development.

Communication Skills

Language is a useful tool of communication. Effective communication can be made possible with the help of language. It requires reasonably good command over language. Language is a combination of words to communicate ideas in a meaningful way. Good command on words can make work-life effective but improper use of words may make it ineffective. A person must know three words before communicating 'What' 'Why' and 'How'. The answer of 'What to communicate' will help in forming a message. If one knows 'Why one is communicating?' one can know the need of communication and purpose of one's communication. The answer of 'Whom to communicate' is necessary to select proper

words according to audience. The objective of communication can easily be achieved by answering these three questions.

To get a good job or sustain a job one must have good command on formal communication. The reason after this is every document becomes proof. It is necessary to teach a fresher to proof read a message well. Get it proof read by any friend or senior. Companies require such person who can and speak English properly and convey messages properly. According to a report of The Times of India “Poor spoken English may be keeping a large number of India's engineers from landing some of the best paid jobs in the country. A study has found that an overwhelming 97 per cent of engineers in the country cannot speak English, required for high-end jobs in corporate sales and business consulting.” (How English”A2) To communicate better one has to learn some important aspects of communication. If colleges give proper guidance and training to graduating students they can certainly perform better. Professor Meenakshi says “It is important that the teachers of English and communication courses train their students in expressions that are frequently required in their everyday lives – both personal and professional.” (Raman and Sharma 4) If any graduate has this art one can give good presentation.

Confidence building

In today's competitive world, confidence is not just beneficial but it shapes the very foundation of youngster's survival. Many colleges arrange seminars for confidence building. With this, if we support graduates with several boosting activities they will get confidence. It makes them confident at work. Poor confidence makes the personality dull and down. A person lacking confidence and give one's best output. Doing a common thing again and again gives the power and fearlessness. With confident one can gain acceptance of peers and clients. For making graduates confident in their life, their teachers have to tell them regularly that 'Believe in yourself' or 'You can do it'. Confidence is different than over confidence. It is not rudeness in behaviour but a stable mind set for work. In present time any person can be

assigned for any task. Here every one needs confidence. Self-confidence can be learnt by any person with strong mind set.

Creative thinking

One such part is being innovative. In other words it is known as out of box thinking. To be creative it is important to do experiments with whatever you do. Observe things happening around and think why it is happening. If students are trained with activities like visiting different places and find people like them and make a team of innovative students they will be lifelong creative. A lesson must be given to try new things every time and if you get failure don't worry and keep on trying. Failure also will motivate you for success and reinforce your creativity. Creative people can find solution of any problem quickly and problem free environment can be created. In many cases creative promotion of new products boosts business.

Digital skills

It is a fact that almost all the companies and organizations are now updated and advanced with technology. Today technologically sound employee is in great demand. In government sectors also it is compulsory to have basic computer knowledge. Technology plays a pivotal role in the various function of an organization. IT has completely revolutionizing the organizations. Companies or organizations today transmit the information through e-mail, fax, voicemail or social network. With advances digital skills fresher candidates can have the chance to grow well. Today for any job graduates must have some digital understanding for smooth functioning. It is compulsory to have some knowledge about few technology based communication tools like, telephone and voicemail, mobile phones, facsimile machine, computer, internet, conferencing etc. Basic computer operating involves grip on Microsoft Windows or common software programmes related your job. Any person with more advanced levels of digital skills a graduate will get more opportunities.

Government has taken steps for digital skills and the results also can be seen in a report “There is also an emphasis on integrating vocational education with secondary education. With quality and employability being addressed, the chances of India realizing its demographic dividend are improving.” (Dutta 82)

Interview skills

A job interview is a process in which a potential employee is evaluated by an employer for prospective employment in their company, organization, or firm. During this process, the employer hopes to determine whether or not the applicant is suitable for the role. In general words it is a formal meeting in with a person, especially arranged for the assessment of the qualifications of an applicant. Before any interview a candidate must know that interviewee will ask questions to elicit facts or statements of your CV. During college life a special cell must be formed to train students for interview purpose. Mock interviews are the best practice before interview. It is observed that trained candidates perform better compare to other candidates. Teacher should train students in this area with dressing, personality and answering questions. One can successfully clear any interview by dividing the process in three parts like before interview, during interview and after interview.

Leadership

This is the skill which can take any person to the height of achievements. One can earn respect and money both with this skill. It is the most required skill but is not easy to have it. Today CEO’s of companies and directors of institutes have realized that leadership development is one of their main requirements. This means that detection of talent and management of talent. Numerous organizations have started developing the employees for leadership skills and for that they have developed certain activities under various aspects. Some colleges have appointed a talent officer to focus and develop key performers of people.

Presentation Techniques

For a successful career one has to go through a many processes. One who is in the process of constant learning and performing well, has a chance of promotion. According to experts “Effective oral presentation with in institution and outside it has become mandatory for career and personal growth.” (Sunita et al. 4) Any such person is mostly allotted a project or any opportunity to develop or give presentation. The future of any project is mostly on a presentation that an employee gives. To know the art of delivering thoughts well in a must learn thing. There are several points to work upon before giving presentation. In different presentations visual aids can be different according to the purpose. It is a fact that spoken words are temporary. They disappear in to the air within a moment. That’s why there is a strong need of visual support of charts, handouts, slides, computers, tables, films, audio etc. The art of presentation is compulsory for a bright career.

Team work

A team is a group of people working together for a common goal. Teamwork is about making sure that every member of a working team feels valued. All members understand their roles and contribute effectively to the common goal. A team can achieve a gigantic task effortlessly where it is impossible for individuals. Team members enjoy work, enjoy each other's company, follow their leader and help each other. Often, teams of great individuals fail to achieve what a team of average individuals achieve with great teamwork. It is like a course of a river and a member is like a rough stone. With the flow of river the rough stone get polished. They can bridge the imagination and reality if they desire. Each other’s support enables them to be progressive. Colleges can easily train students in team work by different games as well.

Conclusion

Students get admission in any college or university to work independently and earn name, fame and money. It is the duty of university to work on employability skills by designing any short term training or workshop. It can help graduates to get a good job. Ultimately this will be the credit for the institute. A good job is the fruit of entire teaching learning process. Helping a graduate for employability can be helpful for creating a positive environment. We can expect quality from anyone who is fit for performing any task and this can be true by training.

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