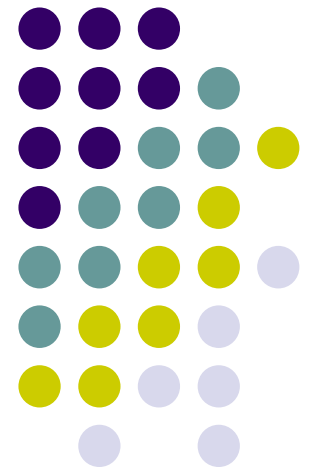


# Employability Skills

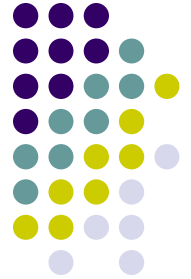
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Pillai Sreejith

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# Learning Objective



“The objective of this lecture is to explore the work related skills required in the industry and how to work effectively and efficiently in teams in real work life”



# Session Contents

- What is employability?
- Understanding the employability process;
- Understanding the employability skills;
  - *Role of professional bodies;*
  - *Equal opportunities and Diversity;*
  - *Quality Assurance;*
  - *Team work;*
  - *Communication;*
  - *Time Management.*
- Top 10 employability skills;
- Opportunities for electrical Engineers; and
- Unemployability factors.

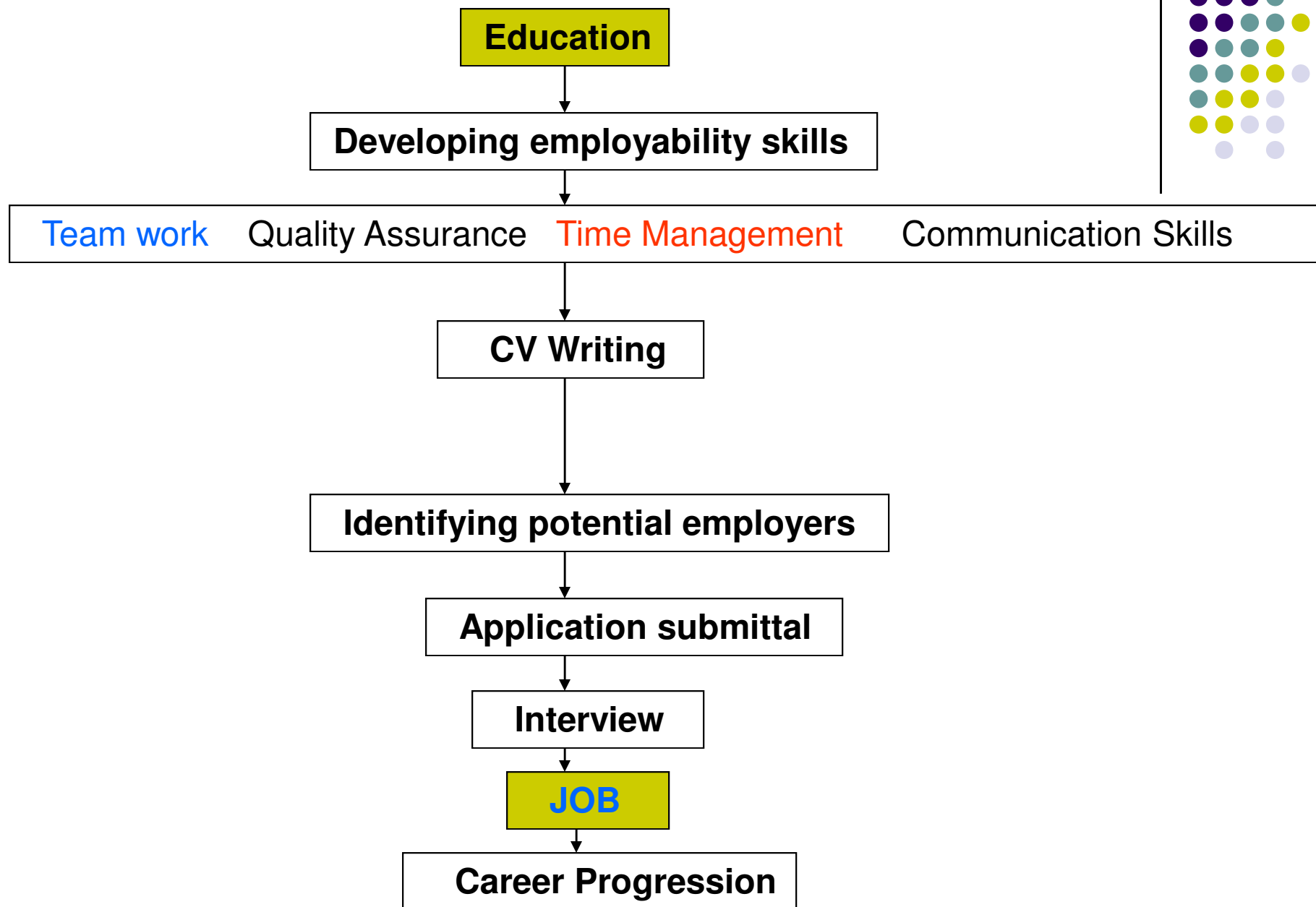


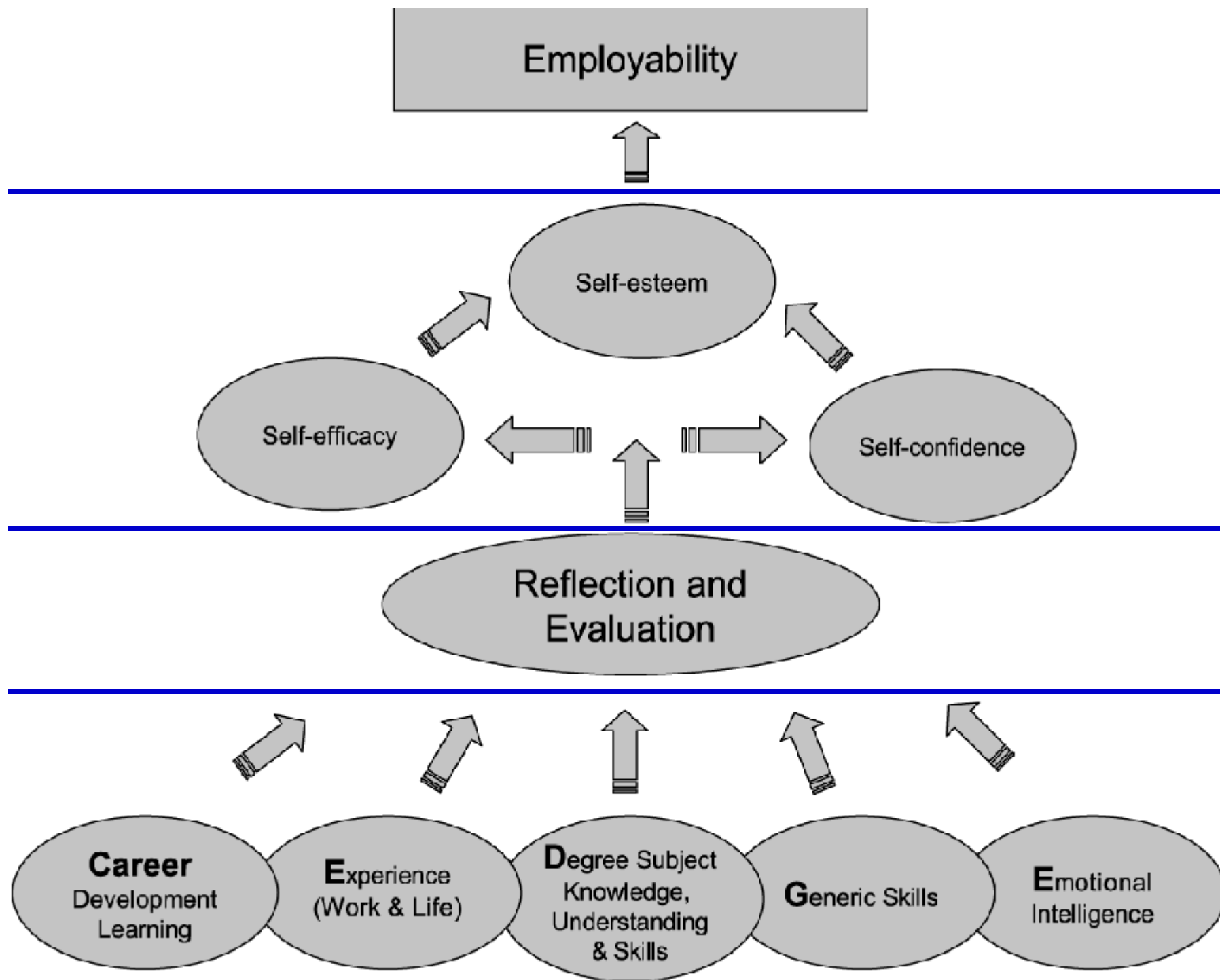
# Employability

## Definition:

*"...the combination of factors, processes & skill sets which enable people to progress towards or get into employment, to stay in employment and to move on in the workplace."*

Employment refers to having a job, whilst **Employability**, or **being employable**, refers to the qualities needed to maintain employment and progress in the workplace.'



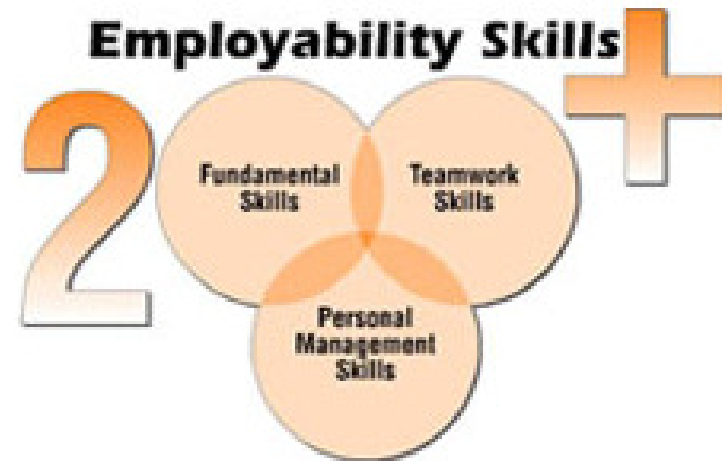


# Employability Skill Categories

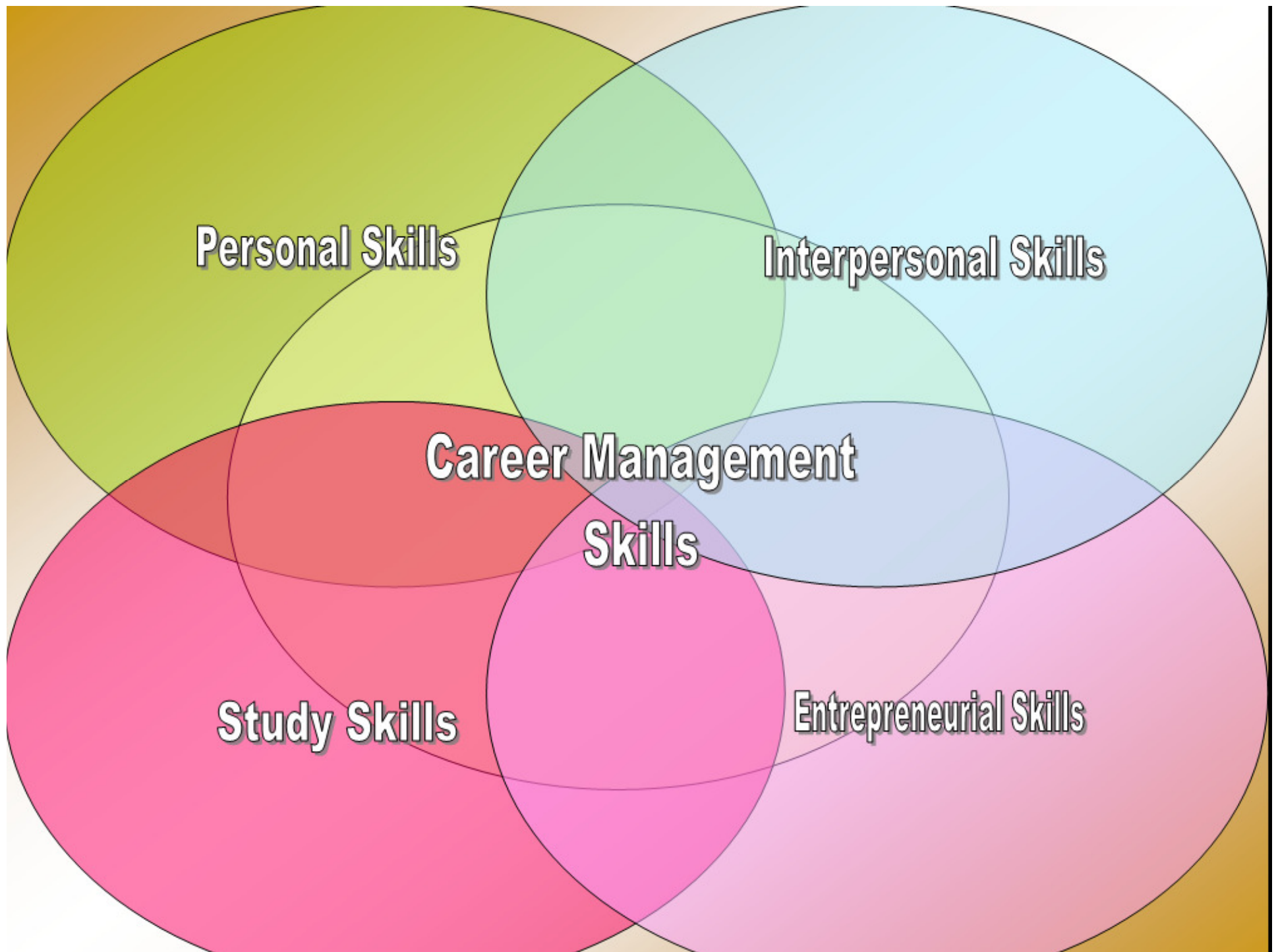


**Employability skills** are the attributes of employees, other than technical competence, that make them an asset to the employer.

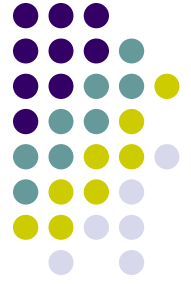
- Academic skills;
- Inter-personal skills; and
- Team work skills



Employability skills





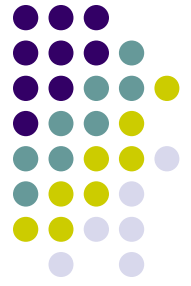


# **So what are employability skills?**

“Ultimately the skills that make you employable”

Employability skills

# Preferred Employability Skills and Aptitudes



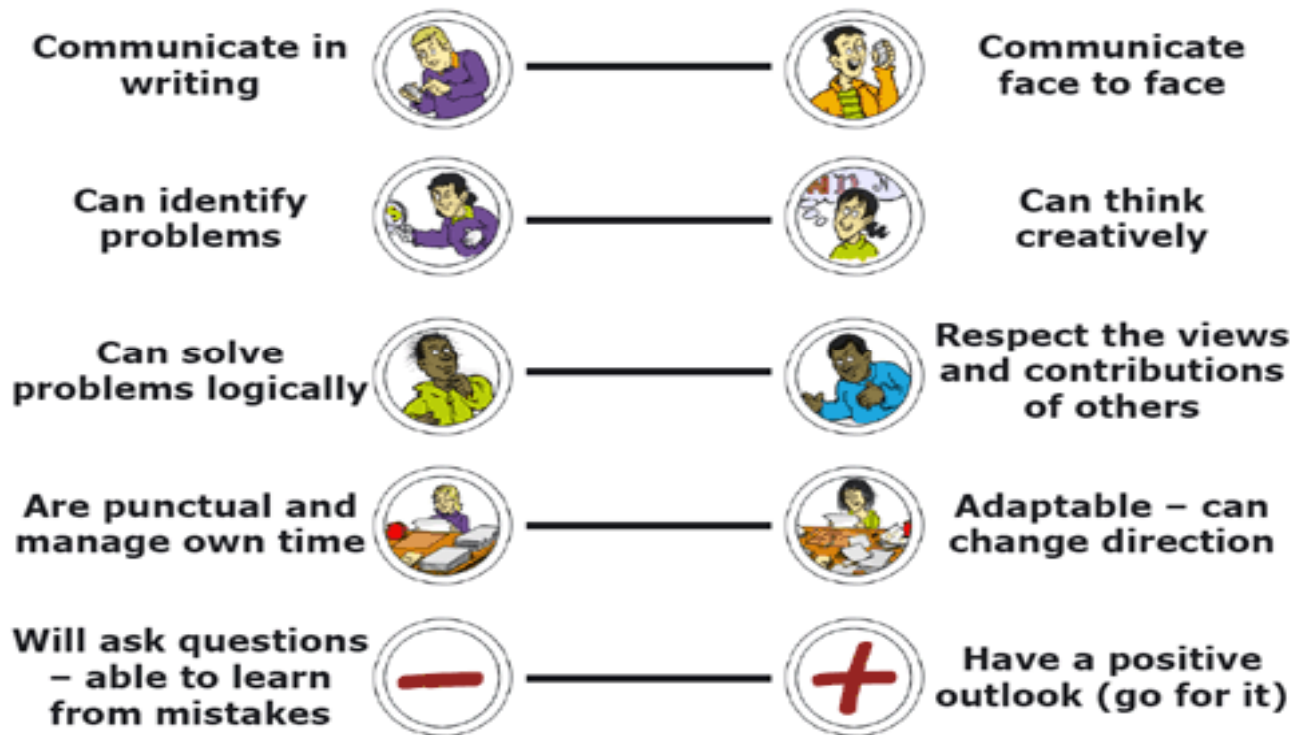
## Top 10 competencies sought by employers

1. Flexibility, adaptability and the capacity to cope with and manage change (88%)
2. Self-motivation and drive (88%)
3. Analytical ability and decision making (75%)
4. Communication and interpersonal skills (75%)
5. Teamworking ability and skills (63%)
6. Organisation, planning and prioritisation abilities (50%)
7. Customer focus and service orientation (25%)
8. Ability to innovate (25%)
9. Mental and physical resilience (25%)
10. Leadership ability (25%)

Employability skills



# Top 10 Employability Skills

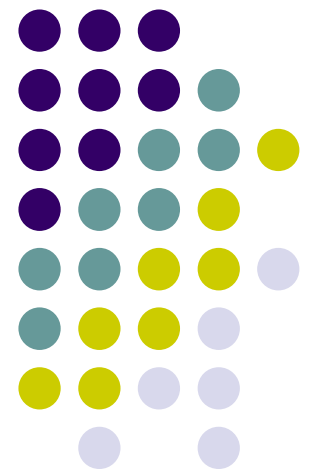


## Interview tip:

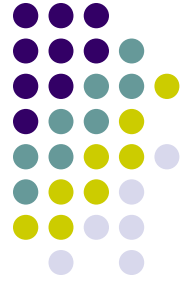
*Think of two examples from the above skills that can make an employer impressed*

# Employability Skills

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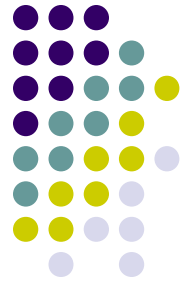


# Equal Opportunity and Diversity



- Advantages of understanding and working with other cultures, ethnic groups, religions, languages;
- No bias with any particular group, equal opportunities as long as can deliver as expected;
- Current world trends are into diversity of cultures, borderless world, multi-cultural multi-skills as planet Earth becomes smaller with more efficient transportation eg air travel, and global communication technology capability ensures communication are within easy reach;
- Very crucial to be adaptable, resourceful, flexible.

# Quality Assurance

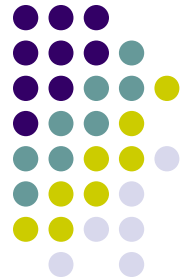


- Employees are expected to perform work as per described in work scope;
- Quality of work covers having the right attitude and aptitude to perform work, meet deadlines, project delivery, completing design/assignments, completing projects within time frame and resources allocated; and
- Some projects have liquidated damages for delayed completion!!

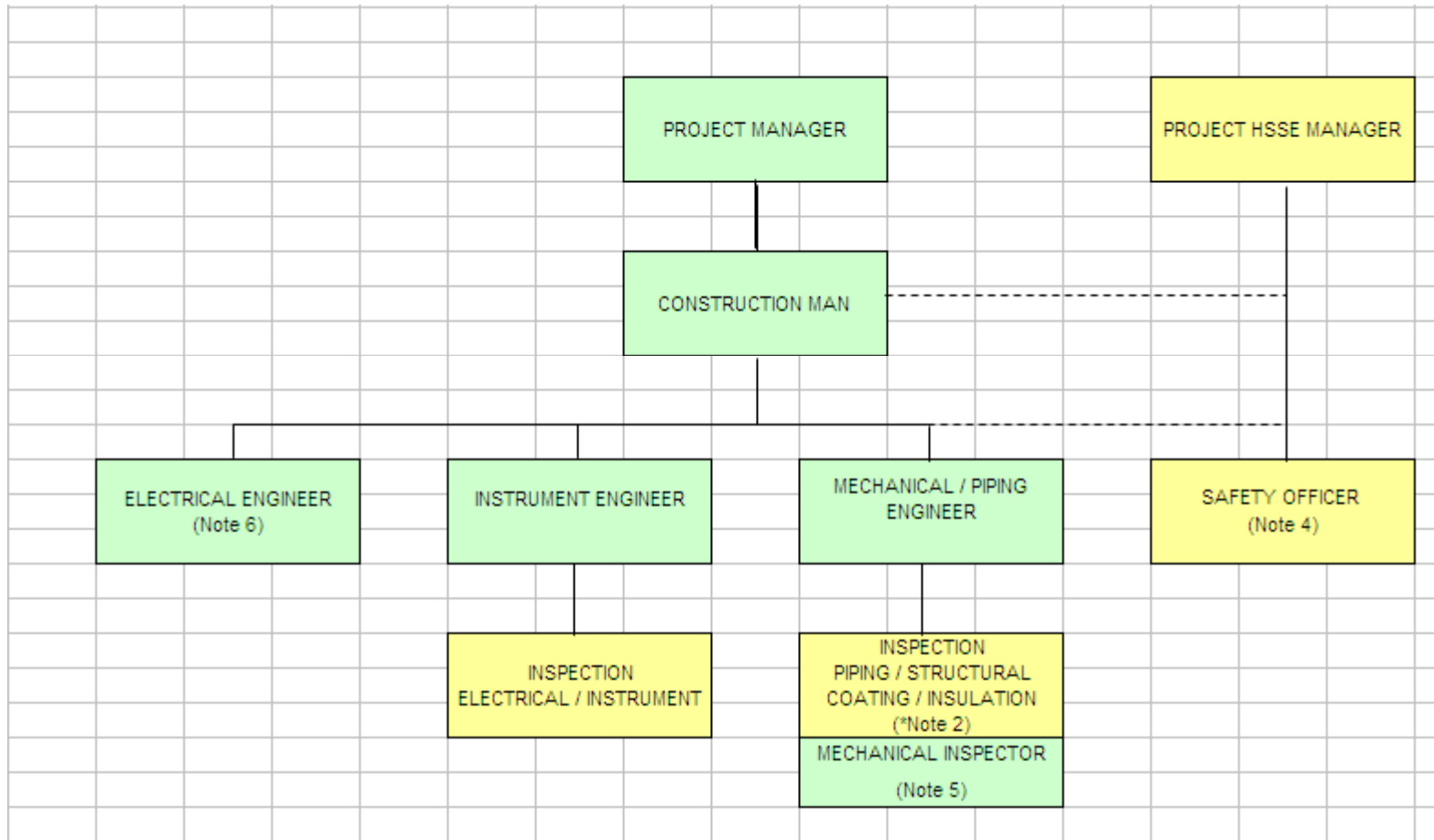
# Team Dynamics and Group Working



- Current trends towards working with multi-disciplinary teams, so it is crucial to keep an open mind, open attitude;
- Matrix organisation = reporting to different superiors, to own department head, and project manager if assigned to project and responsible for different work scope and project objective. This is normal!!



# Organization Chart



**Employability skills**



# Importance of Effective Communication Skills



**“Distinct advantages with having language diversity in career advancement, getting employed, getting promoted”**

- Verbal communication



- Written communication

Employability skills

# Time Management



- Do not waste your own time, your employer's time, client's time;
- It is a reflection of (or lack of ) respect for other people's time;
- Quality assurance aspect i.e. time wasted = resources wasted. This can impact on your employer's operations, profitability, reputation if deadlines are missed due to wastage of time;
- Observing punctuality in meetings = very crucial. Some cultures are very particular about punctuality e.g. Japanese, Germans;
- some employers interpret poor time management as sign of poor culture, poor work ethics, poor attitude.

# Role of Professional Bodies



- BEM Board of Engineers
- IEM Institute of Engineers Malaysia
- IET Institution of Engineering and Technology (UK)
- IEAust Institute of Engineers Australia
- IEEE Institute of Electronic Electrical Engineers (US)
- Professional Engineer (PE)
- Chartered Engineers (CEng)

recognition by peers and industry of engineering knowledge, competence, maturity, resourcefulness and creativity

# Professional Organizations



The [Engineering Council](#) brings together the leading professional engineering institutions in the UK:

- The vision of the [Institution of Chemical Engineers \(IChemE\)](#) is "to be at the forefront of chemical engineering as a leading international body qualifying, serving and representing chemical engineers and promoting the advancement of the discipline".
- The [Institution of Civil Engineers \(ICE\)](#) is the senior professional Civil engineering organisation in the UK now with over over 80,000 members.



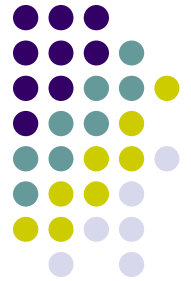
- The [Institute of Electrical and Electronics Engineers \("eye-triple-E"\)](#) helps advance global prosperity by promoting the engineering process of creating, developing, integrating, sharing, and applying knowledge about electrical and information technologies and sciences for the benefit of humanity and the profession.



- The [Institution of Engineering and Technology \(IET\)](#), formally known as the Institution of Electrical Engineers (IEE), founded in 1871, is the largest professional engineering society in Europe and has a worldwide membership of just under 140,000. The web site contains a comprehensive Education and Careers section. [Students](#) can join the IEE on-line for free.
- The [Institute of Mechanical Engineers](#) has been the home of Mechanical Engineers for 150 years, with around 83,000 engineers world-wide members.
- The [Royal Aeronautical Society](#) is the oldest aeronautical society in the world, founded in 1866 for 'the general advancement of aeronautical art, science and engineering and to increase by experiments our knowledge of aeronautics'.
- The [British Computer Society \(BCS\)](#) is the only Chartered Engineering Institution for Information Systems Engineering. With over 38,000 members world-wide, the BCS is the leading professional and learned Society in the field of computers and information systems.
  - The [Women's Engineering Society](#) web site includes a message board as well as news and events information.

**Employability skills**

# Typical Example of An Employer's Requirements



A design & brand consultation agency,  
looking for AE position

- Good verbal, written and interpersonal communication skills, both in written English & B. Malaysia;
- A team player with good time management;
- Meticulous;
- Positive attitude & independent personality;
- Able to work independently with minimum supervision;
- Good computer literacy – Words, Excel, Power point; and
- Possess own mode of transportation.

**Can you recognize 5 of your skills with the above job ad?**

Employability skills

# Do a SWOT on your Employability skills

Sample SWOT |



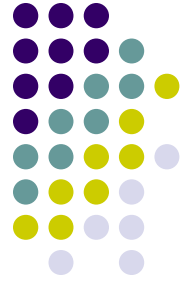
<b><u>Strengths (Current)</u></b> <ul style="list-style-type: none"><li>- an ability to get on with people</li><li>- reliable</li><li>- hard-working</li><li>- able to take initiative</li><li>- honest</li><li>- research skills</li><li>- attention to detail</li><li>- analytical skills</li></ul>	<b><u>Opportunities (Future)</u></b> <ul style="list-style-type: none"><li>- gain experience of dealing with people</li><li>- get experience of the world of work</li><li>- work abroad</li><li>- work in a team</li><li>- earn money</li></ul>
<b><u>Weaknesses (Current)</u></b> <ul style="list-style-type: none"><li>- time-keeping</li><li>- lack of confidence when dealing with people</li><li>- no work experience related to academic studies</li><li>- lack of spreadsheet and database skills</li></ul>	<b><u>Threats (Future)</u></b> <ul style="list-style-type: none"><li>- being unsupported at work</li><li>- fitting into the company culture</li><li>- transport problems may result in my unreliability</li></ul>



Online Employability Skill Assessment Test:

<http://www.jobsetc.ca/toolbox/checklists/employability.jsp?lang=e>

Employability skills



# Real workplace - *Facts*

- Getting into the right organization is only the beginning!
- One needs to hone the employability skills continuously to stay in job and to progress in career
- The workplace is getting competitive day by day!
- Employability does not end after getting a job!

# The Opportunities for Electrical Engineers



- Maintenance engineer;
  - Construction & Commissioning engineer;
  - Consulting Engineers;  
(HSE/Reliability/Optimization/Quality/ITES/)
  - Design Engineers;
  - Engineering college Lecturers;
  - Research & Development;
  - Inspection Engineers;
  - Marketing Engineers;
- and
- HR / Administration / Business Managers.





## Industry statistics

- NASSCOM predicted a shortfall of 500,000 employees for IT / ITES sectors by 2010
- McKinsey Global Institute survey results: India produces 360,000 engineering graduates, 600,000 graduates in arts/science/commerce. 25% of engineering graduates and 10% of other graduates are “employable”
- 5000 persons are registered for Ph. Ds in science and engineering but only 100 persons complete them successfully every year

[Source: Business Standard, Hyderabad edition, 26/04/2007]

A Merrill Lynch report in February from its Bombay office cites a study by McKinsey & Company, a global consultancy, that suggests 75-80 percent of India's graduates are not employable in the IT-enabled services industry, which could lead to a qualified labor shortage

## India's engineering teachers flee classroom for hot jobs

**As demand for engineers grows, experts say India has only 10 to 30 percent of the qualified instructors it needs.**

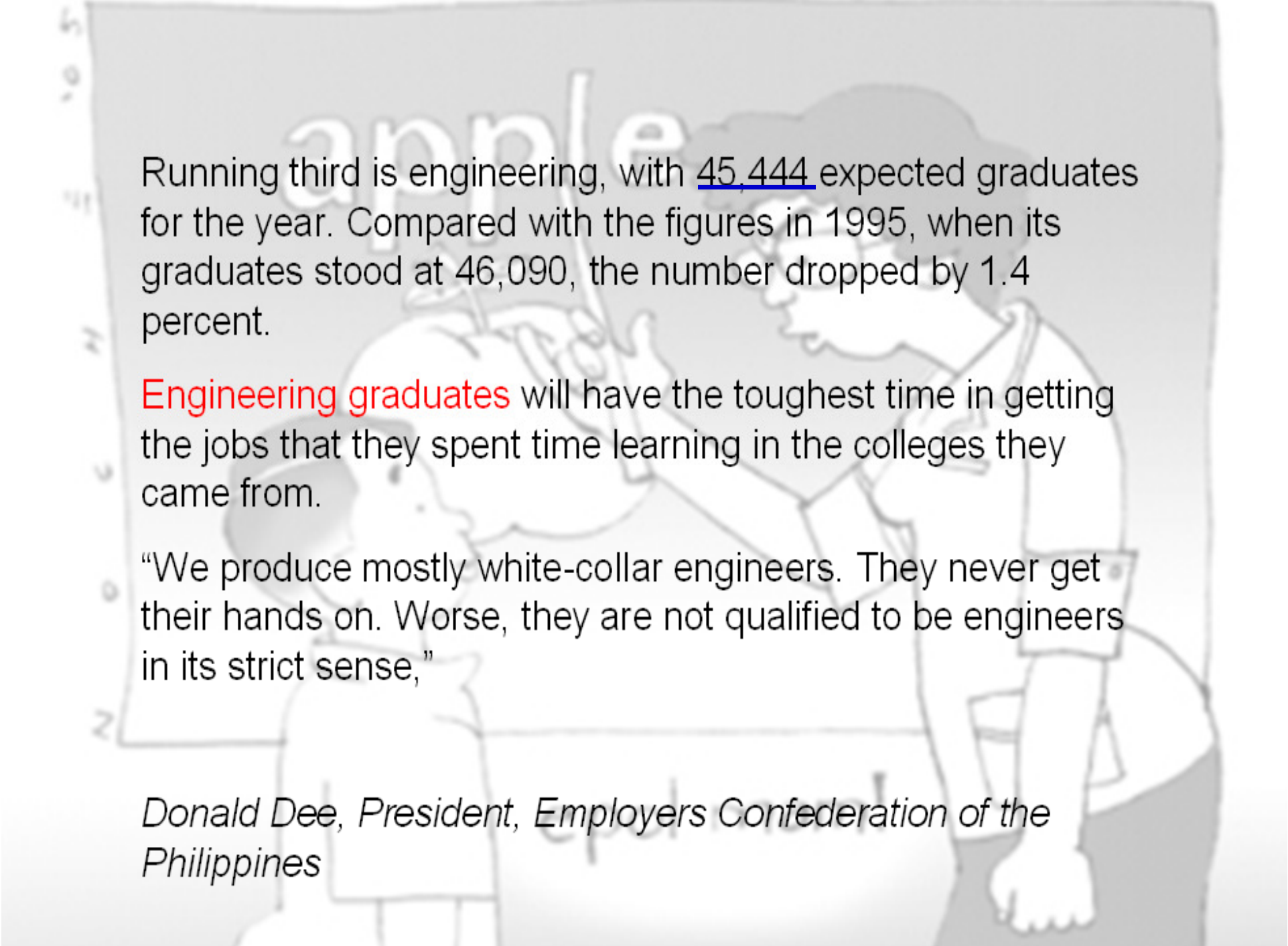
**By Nachammai Raman** | *Correspondent of The Christian Science Monitor*

In a sign of growing pains within India's high-tech economy, the government last week slashed the intake capacity of engineering schools by more than 25,000 seats across the country's private university system.

A dramatic shortage of engineering teachers with doctoral degrees prompted the cuts. Various experts estimate that India has only 10 to 30 percent of the qualified instructors it needs.

From the Christian Science Monitor URL [July 2007]

## Employability skills

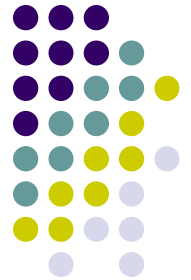


Running third is engineering, with 45,444 expected graduates for the year. Compared with the figures in 1995, when its graduates stood at 46,090, the number dropped by 1.4 percent.

**Engineering graduates** will have the toughest time in getting the jobs that they spent time learning in the colleges they came from.

“We produce mostly white-collar engineers. They never get their hands on. Worse, they are not qualified to be engineers in its strict sense,”

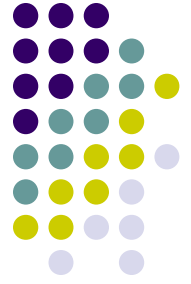
*Donald Dee, President, Employers Confederation of the Philippines*



- Punctuality •
- Positive Attitude •
- Appropriate Appearance •
- Communication and Teamwork •
- Problem Solving •
- Ability to Follow Directions •
- Honesty, Integrity, and Ethical Behavior •
- Freedom From Alcohol and Drugs •
- Continuous Learning •

**skills for success**  
the more you know the further you'll go!

Employability skills

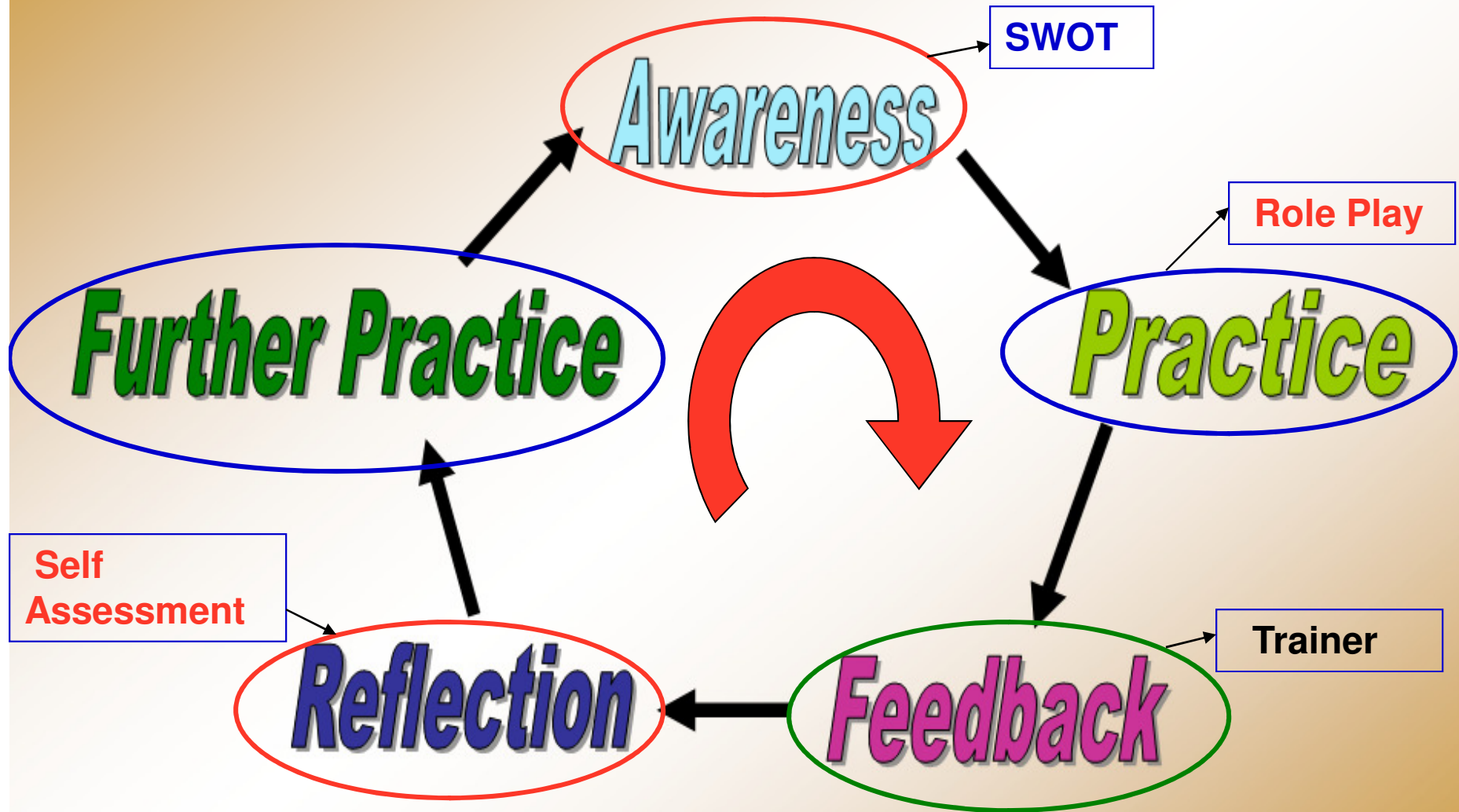


# Learning

- Employability and skills;
- Key Employability skills;
- Real workplace –Facts;
- Opportunities for electrical Engineers; and
- Unemployability factors.



# Developing Your Employability Skills is a Cyclic Process



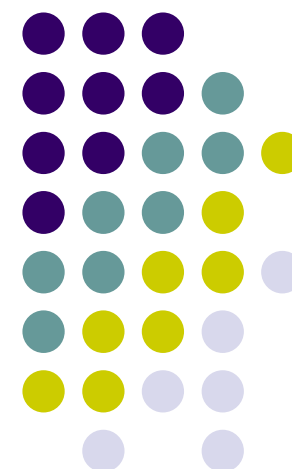


EMPLOYABILITY  
EMPLOYABILITY

# Open Forum

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Question time!!



<http://www.employ-ability.org.uk/>