MOST IMP QUESTIONS Common Employability Skill

PAPER- SEC-CES-236

[100% ASSURANCE]

UNIT-1 [10 MARKS]

Q.1 SELF MANAGEMENT SKILLS

Self-management is a key component of common employability skills and includes abilities like time management, self-discipline, stress management, accountability, and goal setting. These skills enable individuals to work independently, stay productive, and manage their emotions and actions effectively without constant supervision.

Key self-management skills

1. **Time Management:**

2. **Self-Discipline**

3. **Stress Management:**

4. **Accountability**

5. **Goal Setting**

6. **Adaptability: Being flexible**

7. **Resilience: Bouncing back from setbacks and failures**

Q.2 EMOTIONAL INTELLIGENCE SKILLS

Emotional intelligence is a key component of employability, directly supporting common soft skills like communication, teamwork, and problem-solving. Key emotional intelligence skills include self-awareness, self-management, and social

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awareness, which enable individuals to navigate interpersonal relationships, manage stress, and remain adaptable in the workplace.

Q.3 PROFESSIONAL SKILLS

Professional skills in the subject of "Employability Skills" include **communication, problem-solving, teamwork, and leadership, along with other attributes like adaptability, organization, reliability, and a strong work ethic.** These are transferable soft skills that enhance job performance and are highly valued by employers across all industries.

Core professional skills

1. **Communication**
2. **Teamwork and collaboration:**
3. **Problem-solving**
4. **Leadership**
5. **Adaptability**
6. **Critical thinking**
7. **Learning:**

UNIT-2 [10 MARKS]

Q.1 TEAMWORK SKILLS

Teamwork skills in employability are the ability to work with a group to achieve a common goal and include **collaboration, communication, and conflict resolution.** Other key aspects include adaptability to diverse perspectives, active listening, respecting others, and taking responsibility for your role and contributions.

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Employers look for individuals who can be reliable team members and support others to boost overall productivity.

Q.2 ESSENTIAL DIGITAL SKILLS

Essential digital skills include **foundational abilities like using computers and email, productivity skills such as word processing and spreadsheets, and advanced skills like data analysis, cybersecurity, and digital communication.** These skills allow you to effectively use digital tools for work and everyday life, navigate online information, and stay safe online.

Q.3 PROBLEM SOLBING SKILLS

Problem-solving is the ability to **identify a problem, figure out what's causing it, and come up with a good solution.**

1. **Identify the problem**
2. **Analyse the situation**
3. **Brainstorm solutions**
4. **Choose the best solution**
5. **Take action**
6. **Evaluate and learn**

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HOW TO GET FULL MARKS WITH LIMITED EFFORTS:
COMMON POINT FOR EACH SHORT NOTES-

1. **Time Management:**

2. **Self-Discipline**

3. **Stress Management:**

4. **Accountability**

5. **Goal Setting**

6. **Adaptability: Being flexible**

7. **Resilience: Bouncing back from setbacks and failures**

8. **Decision Making**

9. **Self- awareness**

10. **Responsibility**

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