

Module 10: Employability Skills

Employability Skills Required for Jobs

A. Core Skills

- Communication skills
- Teamwork
- Problem-solving
- Time management
- Adaptability
- Professional behaviour

B. Industry-Specific Skills

- Basic computer knowledge
 - Customer service skills
 - Documentation skills
 - Safety awareness
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Learning & Employability Portals (GOI & Private)

A. Government Portals

- National Career Service (NCS)
- Skill India
- Apprenticeship India
- National Skill Development Corporation (NSDC)

B. Private Portals

- Naukri.com
- Indeed
- LinkedIn

Usage:

- Register profile
- Upload resume
- Apply for jobs
- Track application status

Constitutional Values & Civic Responsibility

- Fundamental Rights
- Fundamental Duties
- Respect for law
- Honesty & Integrity
- Social responsibility
- Respect diversity
- Gender equality

21st Century Skills

- Digital literacy
- Critical thinking
- Creativity
- Emotional intelligence
- Collaboration
- Leadership

Importance of Continuous Learning

- Career growth
- Skill upgradation
- Adaptation to technology
- Promotion opportunities
- Higher income potential

Active Listening

- Pay full attention
- Avoid interrupting
- Ask clarifying questions
- Provide feedback
- Maintain eye contact

Working Collaboratively

- Respect team members
 - Share responsibility
 - Accept feedback
 - Support colleagues
 - Resolve conflicts professionally
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POSH Act (Prevention of Sexual Harassment)

A. Significance

- Safe workplace
- Gender equality
- Legal protection

B. Escalation

- Inform Internal Committee
 - Written complaint
 - Confidential investigation
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Salary Components & Financial Literacy

A. Salary Components

- Basic pay
- HRA
- Allowances
- PF deduction
- ESI
- Professional tax

B. Financial Planning

- Income vs expenditure
- Savings
- Investment
- Tax calculation

- Budgeting
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Legal Rights, Laws & Aids

- Consumer rights
 - Labour laws
 - Right to information
 - Legal aid services
 - Employee grievance redressal
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Role of Digital Technology

- Online banking
 - Digital payments
 - E-commerce
 - Online learning
 - Communication apps
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Responsible Online Behaviour

- Avoid sharing personal data
 - Strong passwords
 - Avoid cyber fraud
 - Ethical social media use
 - Respect privacy
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Entrepreneurship & Enterprises

Types:

- Sole proprietorship
 - Partnership
 - Private limited company
 - Startup
 - MSME
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Identifying Business Opportunities

- Market research
 - Customer demand
 - Competition analysis
 - Funding sources:
 - Bank loan
 - Government schemes
 - Angel investors
 - Risk mitigation:
 - Insurance
 - Financial planning
 - Legal compliance
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4Ps of Marketing

- Product
- Price
- Place
- Promotion

Application:

- Right pricing
 - Proper distribution
 - Effective promotion
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Customer Needs & Professional Response

- Identify expectations
 - Provide timely service
 - Offer suitable solution
 - Maintain professionalism
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Hygiene & Dressing

- Clean uniform

- Groomed appearance
 - Body hygiene
 - Positive body language
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Interview Preparation

- Proper dress
 - Confidence
 - Resume knowledge
 - Punctuality
 - Positive attitude
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Apprenticeship Registration Steps

- Register on Apprenticeship India
 - Complete profile
 - Upload documents
 - Apply for opportunities
 - Attend interview
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