

## (1) Self-Discovery and Career Planning

Finding what you love to do in your life should be one of your ultimate aspirations. And finding what you love to do may be the easiest thing but for some it might take a long time. Self-discovery is key—learning about who you are and your place in the world—can give you a sound path to an amazing and fulfilling career. The journey can be long and winding yet the end return is invaluable to yourself and the people around you. You see, when you discover your potential in life you start doing the things you love with confidence. This increases your quality of life and will rub off on others.

A career shouldn't only be a job you have gained credibility and experience from—it should be something more that reflects your personality and goals. If you are passionate about something you don't need anyone to tell you to read more or discover more about it. You simply do it because you love doing it!

If you are in a job or profession that you don't enjoy it isn't too late to launch into something else. If you are afraid at first that's ok! Learn how your passion and talent can be used purposefully in your community. People need to be inspired—be a source of their admiration and help them discover their own true calling by simply doing what you love to do and don't forget to tell others what you're up to.

The time is always right for self-discovery. Right now, write down what you love to do—it can be a hobby or your current job. Now brainstorm what you need to do to get it to the next level. For example, if you love to write suspense novels why don't you find out how to get these books out there? Discover ways to connect with others with your passion! Keep on writing, taking with others and sharing your story.

Just remember that your “*self-discovery can lead to a wonderful career—try it: follow your passion and start building your future today*”.

[Reference: <https://yourdynamiccareer.com/2019/01/31/the-importance-of-self-discovery-leads-to-a-great-career/> Access date: 16/04/2020.]

Undertaking a journey of self-discovery, however, is what makes the difference – not just improving the career you've got, but also improving your insights into what you want. That's where a successful career planning process begins. And your future life of happy, if not more satisfying and engaging work, takes off.

### Self-Assessment

One place to start is with a self-assessment. Take a deep dive – and an honest one – into the individual traits that make you tick. You'll develop a comprehensive self-portrait that will help you determine careers that fit. According to Nigerian author and career coach, Segun Akiode, your self-assessment should cover the following ground:

- Values: What's important to you? Achievement? Status? Autonomy?
- Interests: What do you enjoy doing? Golf? Movies with friends? Hiking?
- Personality: What makes you *you*? What motivates you? What are your needs? And what are your attitudes?
- Skills: What are you good at? Can you write and verbally communicate well? Are you a tech wiz? Are you a natural teacher?

## Who Are You?

It can be difficult to go from determining who you are to actually figuring out what that means for the kind of work and work environment you're best suited for. It's especially challenging because self-discovery can take so many forms – from critical self-assessments to feedback from personality tests to coaching or training programs.

However, you go about it, you won't necessarily get pointed to a specific career. You will, however, have gained the insights it takes to make more thoughtful career decisions.

[Reference: <https://www.ms-career-girl.com/self-discovery-means-career-planning-efforts/>  
Access Date: 16/09/2020.]

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## (2) English – The Language for Global Communication

In a globalized world, effective communication is a necessity. When friends, relatives, and colleagues need to reach all corners of the world, it is easy to see the importance of global communications in the world today. This communication becomes easier if there is little or no language barrier between the speaker and the listener / reader. English as a language serves this purpose.

English was a West Germanic language which was brought to the Britain. "English was originally the language of England, but through the historical efforts of the British Empire it has become the primary or secondary language of many former British colonies such as the United States, Canada, Australia, and India." England ruled over 100 countries and English was given to many of those countries. British people never learned the languages of those countries, they gave the English language to those countries and that is why most countries in the world use English language such as India. According to the article "The Importance of English", "The historical circumstances of India (having been ruled by the British for over two centuries) have given the Indians an easy access to mastering English language, and innumerable opportunities for advancement in the field of science and technology. Many Indians have become so skilled in English language and have won many international awards for creative and comparative literatures during the last few years."

This shows the importance of English language. English took many words from different languages such as mother, it was taken from Sanskrit language so it is the variety of all languages. Now it has become the global language all over the world due to academics.

[Reference: <https://www.cram.com/essay/English-English-As-Global-Language/P3U5ZCJ53UY3W>  
Access date: 16/04/2020.]

## About English

- The English language as we know it evolved in the 14th century.
- It's difficult to estimate the number of words in the English language but a new word is added every two hours. Every year about 1000 new English words enter the Oxford Dictionary.
- The vowel 'e' is the most used letter in the English language
- Ironically the word 'pronunciation' is one of the most mispronounced words in the English language.
- English is a mandatory language if you aspire to have a career in any field. **You** must be able to speak English if you want to seek a job or a promotion in career.
- After the U.S, India has the highest number of English language speakers in the world.
- English truly is considered as a language of global communication today.

[Reference: <https://www.myprivatetutor.ae/blog/importance-english-global-language/>  
Accessed 16/04/2020.]

David Crystal propose that “a language become a global language because of the political and military power of its people” when people use a language as an official language in purposes of communication, international marketing and advertising, in the law court, in media and in educational system which shows the dominance of a language. An official language may be the “Sole official language” which shares official status with other languages, or it may have a “Semi-official” status only in certain domains.

David traces the history of the spread of English language around the globe. A language achieves genuinely global status when it develops a special role that is recognized in every country. English has achieved this status in over seventy countries such as Ghana, Nigeria, India, Singapore and Rawanda etc.

[Reference: <https://www.cram.com/essay/Global-Language-By-David-Crystal/FJUJ68S6ARR>  
Access date: 16/04/2019]

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### **(3) Important Employability Skills for Workplace Success**

What are employability skills, and why are they important both to get hired and to succeed in the workplace? Many of the most highly sought-after skills today are soft skills pertaining to your ability to communicate and work with a team or hard skills focused on basic (though newer) technology.

#### **What are Employability Skills?**

Employability skills are core skills and traits needed in nearly every job. These are the general skills that make someone desirable to an organization. Hiring managers almost always look for employees with these skills.

Employability skills are sometimes called foundational skills or job-readiness skills.

They are soft skills that allow you to work well with others, apply knowledge to solve problems and fit into any work environment. They also include the professional skills that enable you to be successful in the workplace. These are also seen as transferable skills because you can apply them to a job in any industry.

#### **Types of Employability Skills**

##### **(i) Communication**

All employers look for job candidates with strong communication skills. These refer to one’s ability to convey information clearly to others. Employers want employees with strong written, verbal, and nonverbal communication skills. Part of being a strong communicator also includes being a good listener; employees need to be able to understand the questions and concerns of their clients and listen to their employer’s directions.

- Written Communication
- Oral Communication
- Interpersonal Skills
- Active Listening
- Attentive

## **(ii) Teamwork**

Teamwork is important in almost any work setting. If an employee works on a number of group projects, he/she needs to be able to get along well with others and carry their share of the workload. Even if an employee does not do a lot of team projects, he/she still needs to be able to get along with other colleagues.

- Collaboration
- Managing Expectations
- Conflict Management
- Reliability
- Professional

## **(iii) Critical Thinking**

Critical thinking refers to one's ability to understand, analyze, and interpret information and draw conclusions. In any job, an employee will have to assess situations and solve problems. Employees need to think logically and make sensible judgments.

- Analytical Skills
- Problem Solving
- Creativity
- Inductive Reasoning
- Deductive Reasoning

## **(iv) Ethics**

Ethics is a broad category that refers to an employee's principles. Companies want employees who understand and follow company rules, are honest and trustworthy, and act professionally and responsibly.

- Compliance
- Integrity
- Empathy
- Discernment

## **(v) Computer Literacy**

While most employability skills are soft skills, computer skills are hard skills that are required in all jobs. While some positions in the field of technology (such as software developers or IT specialists) require extensive programming knowledge, most jobs simply require basic experience with computers.

Employers want candidates who can use common programs like Microsoft Office, especially Word and Excel.

All candidates must exhibit a willingness to learn and adapt to new or changing technologies.

- Microsoft Office Suite
- Information and Communications Technology (ICT)
- Email Management
- Digital Calendar Management
- Mobile Devices

- Word Processing
- Search Engine Research
- Social Media

### **Additional Employability Skills**

- Flexibility
- Life Skills
- Motivation
- Organization
- Ability to Learn New Skills
- Administrative Skills
- Phone Etiquette
- Customer Service
- Client Relations
- Presentation
- Office Equipment
- Bookkeeping Software
- Efficiency
- Multitasking
- Time Management
- Sales
- Goal Setting
- Prioritizing
- Supervision
- Troubleshooting
- Information Management
- Initiative
- Proactive
- Focus
- Enthusiasm
- Negotiation
- Memory

### **How to Make All These Skills Stand Out in the Job Market?**

**ADD SKILLS TO YOUR RESUME:** The right keywords can let employers know that you have the employability skills they seek, and they can increase the likelihood of your application being noticed when applying electronically.

**HIGHLIGHT SKILLS IN YOUR COVER LETTER:** Apply the same care to include employability keywords in your cover letter.

**USE SKILL WORDS IN YOUR JOB INTERVIEW:** In your interview, employers expect you to be able to share real-life examples of when you used one or more of the skills listed above.

[Reference: <https://www.thebalancecareers.com/employability-skills-list-and-examples-4143571>.  
Access date: 16/04/2020.]