

EMPLOYABILITY SKILLS FOR MBA STUDENTS

The prime objective of MBA Dept. is to empower students by imparting employability skills.

The employability skills are those skills that are required to get initial employment by candidate for first time.

These skills are mostly demanded by many recruiters/employers when they come to Management institutes for campus placement.

Those skills include good **communication skills, interpersonal skills, problem solving skills, domain knowledge expertise, decision making skills, learning skills etc.**

Employability is an individual's ability to gain initial employment, maintain employment, move between roles within the same organization, obtain new employment if required and (ideally) secure suitable and sufficiently fulfilling work.-

Getting employment after professional education is a must for the young graduates. Employability skills are needed by MBA students so they get the first job. Now a day's many B-schools are facing problem of less placement. Since, very less percent students are employable. So, it is more important all MBA students must know the Employability skills that they needed to get the job.

What employer's value in the MBAs they recruit: Rebalancing the management education curriculum" conclude that qualities that the employers would like stressed mainly 3 things that gives directions for

curricular change:

Practice Orientation,

Team Work and

Perspective Building.

Finally, they present six guidelines that seem to be important from the employers' perspective as a model for future curricular practice:

Introduction of the curriculum through practice;

Critical thinking and diagnosis;

Integrative thinking;

Capability for learning;

Focus on a complex made up of Leadership,

Team Player,

Innovator, and Corporate Citizen; and

Apprenticeship before award of the MBA degree

Enhancing employability skills in management education is considered as an important task by all universities and colleges.

1. Problem-Solving Skills- This involves being able to offer a solution to a problem by analyzing a situation and working out how to arrive at a favorable outcome. It often involves making optimum use of available resources and to achieve objectives. Problem solving skills developed by offering solutions to a specific problem, brainstorming different ways to do things, or discussing outcomes of events with friends or colleagues. It requires good creative thinking, critical thinking and analyzing ability.

THESE SKILLS CAN BE DEVELOPED THROUGH CASE STUDIES.

2. Interpersonal Skills- Interpersonal skills are the skills we use to interact with other people. Good interpersonal skills allow us to participate effectively as a member of a team, satisfy customers and clients' expectations, negotiate, make decisions, manage your time efficiently, take responsibility, and work effectively with other employees.

THESE SKILLS CAN BE IMPROVED THROUGH ROLE PLAYS

3. Communication Skills-

The ability to explain what you mean in a clear and concise way through written and spoken means. It involves elements such as being a good listener, expressing yourself clearly and in writing, explaining things to people from different backgrounds and presenting a clear case. For good presentation you required communication skills. Now a day's English is most important knowledge so effective English speaking is important and also you should have command on local language to connect with customer. We can improve English by more English communication with friends and by increasing vocabulary.

THESE SKILLS CAN BE IMPROVED BY LISTENING, SPEAKING, READING AND WRITING.

4. Integrity & Values- Integrity is trustworthiness, honesty and uprightness of character. Companies want employees who can understand and imbibe the company values. This integrity and values are developed since childhood through parents and teachers training. Students should be honest with himself, with others and their work. It develops their creditworthiness.

THESE SKILLS ARE RELATED TO FOSTERING RIGHT ATTITUDE

5. Result Oriented- This is ability of knowing what results are important, focusing resources to achieve them. Employers want candidates which give required business results, achieve goals, meet deadlines. Students can develop this skill by continuous focus, learning from mistakes, positive attitude, always continuous desire to achieve the goals, playing different roles and taking challenges.

GOAL ORIENTED AND OUTCOME BASED EXERCISES

6. Domain Knowledge & Expertise - Domain knowledge is expertise in a particular education or industrial area that you have chosen. MBA students should have good knowledge about their specialization like Marketing, Finance, HRM etc. whichever they have chosen. For developing this expertise students need detailed study and clearing all the concepts of subject from faculty. They need to know various strategies of various functional areas.

ACHIEVING SUBJECT EXPERTISE AND FUNDAMENTALS THROUGH SEMINARS

7. Adaptability – The ability to change (or be changed) to fit new circumstances – is a crucial skill for an employee, and an important competency in emotional intelligence. It is all about how you adapt with every situation in the workplace. It is our ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments. You can learn how to become adaptable through experience. For that you require positive attitude, willingness, open mind, and most importantly good planning and organizing skills.

ADAPTABLE TO THE TRENDS AND CHANGES IN INDUSTRY

8. Decision making skills- The ability to identify and clarify problems, seek alternatives, apply knowledge and experience, evaluate options and arrive at an appropriate and timely solution. It is all about how you made the choice? How much time you have taken? How effective decision you have taken. Decision making is an important skill in any job role and at any level. Making the best decisions helps efficiency, organizational growth and development and ultimately, the success of the organization. For developing this skill is develop in your life time practice at school, college level how independently you take the decision.

POSSESSING ANALYTICAL, LOGICAL AND CREATIVITY SKILLS WILL BE PART OF DECISION MAKING

9. Leadership Skills- Leadership is the ability to influence others toward the achievement of a goal. Leaders either have, or are perceived to have, strong self-confidence. Leaders are team players, allowing them to work in a group to achieve the best results for their employer. Leaders show social skills by respecting the thoughts, opinions and ideas of others - they gain the respect of others and aim for credibility. We can develop leadership skills by good initiative skills and developing motivational skills.

GAINING TEAM WORK, GROUP EFFORTS, INTER PERSONAL SKILLS ARE CRUCIAL TO GAIN LEADERSHIP QUALITIES.

10. Learning Skills- It is ability to learn new things and work. This skill refers to your ability to manage your own learning and contribute to ongoing improvement and expansion in your own knowledge and skill set. It is ability to learn workplace skills and expectations specific to your organization. For this you need enthusiasm and willingness and interest to learn then only this skill is developed.

ZEAL TO KNOW NEW THINGS AND INCLINATION TOWARDS INNOVATIONS

11. Team Building Skills- This involves working well with others to achieve results and recognizing the value of other people's contributions and ideas. This skill is very important since in organization employees are part of team and there they need to coordinate other members for achieving objectives. If you've played a team sport, participated in group work at university or worked in a busy environment, you can develop those skills.

SHOULD BE A MEMBER OF TEAM RATHER THAN BEING INDIVIDUAL

Role of Management Institute, Lecturer in Development of Soft Skills

Soft skills should be included as a part of the curriculum.

Lectures should be a combination of both hard skills and soft skills

Communication in English is emphasized and made mandatory for both faculties and students in institute premises in order to improve their speaking skills thereby leading to better listening and understanding abilities. Also, to make them excellent in their communication and increase their confidence level.

English linguistic abilities is made a part of their curriculum with a special focus on building vocabulary of students.

Body language training will be imparted to the students.

Group discussions, personal interviews and case studies will be regularly taken to enhance their presentation skills and to increase their confidence.

News reading will be made compulsory for students to keep students updated about the current affairs.

Every week, mentors will conduct a workshop on current affairs to make the students competitive and updated with a quiz to make the topic clear to the students

Faculty will do the SWOT analysis of students and guide the students to work on their weak areas and focus on their strengths.

Etiquette Training Workshop will be introduced for the students to make them more polished. Excellent grooming of students should be done to make them more polished in their behavior, so that they are more adaptable in corporate companies with the corporate culture