

**Role of Skill Development in Changing Scenario****Munish Kumar****Assistant Prof. Commerce Govt. College For Women Jind**

**To achieve something that you've never achieved before, you must become someone that you have never been before."**

**– Motivational speaker Les Brown**

A skill is the learned ability to carry out a task with pre-determined results often within a given amount of time, energy, or both. In other words, the abilities that one possesses. Skills can often be divided into domain-general and domain-specific skills. For example, in the domain of work, some general skills would include time management, teamwork and leadership, self-motivation and others, whereas domain-specific skills would be useful only for a certain job. Skill usually requires certain environmental stimuli and situations to assess the level of skill being shown and used.

An ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout complex activities or job functions involving ideas (cognitive skills), things (technical skills), and/or people (interpersonal skills).

People need a broad range of skills in order to contribute to a modern economy. A joint ASTD and U.S. Department of Labor study showed that through technology, the workplace is changing, and identified some basic skills that people must have to be able to change with it.

**Importance of Developing your Skills**

More and more, job roles are requiring formal training qualifications either because of legislative requirements or to meet the requirements of specific employers.

Developing your skills through further training provides significant benefits including:

**1. Increase employment opportunities:**

Without doubt training provides increased employment opportunities. Today, even entry level roles in many industries require base level qualifications. By completing a training course, your employment opportunities become wider.

**2. Increased career development opportunities:**

Developing a career in a chosen field is something many of us aspire to. Experience alone, in many cases does not suffice when employers are seeking to promote their staff. By undertaking further training, the opportunity to develop your career is enhanced.

**3. Personal Growth:**

Training not only provides you with the skills in a particular area. By undertaking further training you build your networking, time management, and communication and negotiation skills.

**Role of Skill Development in India**

India is among the “young” countries in the world, with the proportion of the work force in the age group of 15-59 years, growing steadily. However, present status shows only 2% of the total employees in India have undergone skills development training; India can become the worldwide sourcing hub for the skilled employees.

Skills and knowledge are the motivating force of the financial growth and community development of any country. They have become even more important given the increasing pace of globalization and technological changes provide both challenges that are taking place in the world.

Skill building can be viewed as a device to improve the efficacy and contribution of labour to overall production. It is an important ingredient to push the production possibility front line outward and to take growth rate of the economy to a higher route. Skill building could also be seen as an instrument to empower the individual and improve their social acceptance.

### ***What Skills Do You Need to Develop?***

This is an exercise to start working out the skills you need to develop to succeed in your goal. Take out your pen and paper now or open up a document in your computer.

1. List your top most important goal in your life now.
2. What are all the skills that are needed to pursue this goal?
3. Out of these skills, which are the **core skills** and which are the **secondary skills**?
4. For your core skills, how can you start learning and developing them? How can you apply the suggested ways above to develop your skill?
5. When can you start taking action on the different ways you have identified in (4)?

### **How To Start Developing Skills**

Here are some ways you can start off:

#### **1. Break it down into smaller steps**

The process of skills development can be a daunting task, especially if it's a new, high chunk skill. For example, starting a new business. Business management involves a whole series of different skills, such as project management, time management, leadership, problem solving, and so on. If that's the case, break this down into mini steps.

What is the first step you need to take to embark on this? Direct all your efforts into getting that first step into place, then move on to your second step. You will find things are much easier to handle that way.

#### **2. Learn from the best**

It's easiest to learn from the people who have been there before. Identify the people out there who are already experts in the skills you want to develop. Observe them. Model them if you want an exact same output. If you know them, approach them for assistance. Ask them to be your mentors. Seek guidance. Look for coaches who are experts in the field and engage them for coaching.

#### **3. Research – Read up**

There are tons of excellent material out there with information waiting to be lapped up. In fact, in today's world, we are more overwhelmed with the amount of information rather than the lack of it. Start off by researching on the internet. Download podcasts. If there is a library where you live, head to the library and borrow books related to the subject. Watch related videos. Hit the bookstores and

buy recommended books of the topic. Books tend to be better sources because of the structured content and the holistic nature the information is organized.

#### **4. Attending trainings**

Trainings, seminars and workshops are great sources to quickly develop skills. Depending on the quality of the training, trainings can sometimes be a one stop shop for the kind of skills you are developing. They serve as concentrated sources of information that is already organized and structured into a series of programs. The intensity of such events and the combined common intentions of the participants enable you to move forward much faster than if you were to do it alone.

#### **5. Get into action – Do it**

There is no better way to learn than to get right into thick of things and do it. Strategizing and planning are important, but at some point you need to start executing the plans. When you start doing, you get immediate feedback on your progress and whether it fits with your expectations. Until you try it, it will always remain in your mind as a hypothesis. Doing things closes all the 'what ifs' and creates momentum to move forward.

#### **Some simple tips to Develop Skills**

1. **Evaluate your strengths and weakness** – In Goals, Tracy writes that every job is made up of five to seven areas. For instance, for a freelance writer, the seven areas might be: (1) prospecting, (2) establishing rapport, (3) building credibility, (4) identifying needs & presenting solutions, (5) asking for referrals, (6) writing copy, and (7) upgrading your skills.

For each category, give yourself a grade of between 1 and 10. Then ask your boss or a customer to rate you from 1 to 10 in each category.

According to Tracy, your weakest area is the one that determines your income and how fast you will advance in your career. For example, if you're an "8" when it comes to writing copy but only a "2" at prospecting, you will never make the type of money you desire until you raise up your prospecting score to a similar level. Tracy adds that you need to average a 7 or greater in each to be in the top 20% of your field.

2. **Focus on areas where you need to improve** – Once you've evaluated your strengths and weaknesses, focus with laser-like precision on improving your weakest area. Continue doing so until you score as high as possible in each area.

For example, if you rank yourself an "8" in the writing copy department, but a "2" in prospecting, throw all your efforts into devising a prospecting system for yourself that works.

3. **Identify what you love to do** – You may already know the answer to this, but you might not have committed it to paper or put together an action plan to turn what you love to do into your full-time career.

Take out a piece of paper and a pencil and write down a skill or a talent you would gladly do even if no one was paying you to do it. What topic do you love to read about in your spare time? What do you enjoy so much that time just flies by when you're doing it?

Maybe you'd like to write a screenplay for a blockbuster movie ... write the perfect spy novel ... become the world's best white paper writer.

Or perhaps what you're doing now is exactly what you want to be doing.

Finding something you love to do is so vitally important because, according to Tracy, "Many people make more progress in a couple of years doing something they love and suits their talents than working 20 years at a job that is not a good fit that they really don't enjoy."

4. **Determine what your ultimate career goal in life is and then commit to it** – If what you love to do and what you currently do are not the same thing, you need to put together an action plan to make them one and the same.

The first step is to write down the ultimate goal for your career. Let's say your ultimate career goal is to become a professional poker player. First thing you should do is determine how realistic it is – and how badly you want it. If you determine it is indeed a realistic and achievable goal, the next step is to put together an action plan. Your plan should include benchmarks and a deadline.

Now, here's the thing ...

You still have to focus on and give your primary attention to what you do that actually makes you money. For example, if you're working as an executive assistant, you still have to focus on being the best darn executive assistant in the world. So you should still go through Steps 1 and 2 on an ongoing basis.

But you also have to find the time to focus on fine-tuning your skills as a poker player. Because if you don't, your poker playing goal will more than likely remain a dream. And if that's the case, you might as well forget about it entirely.

When you're in the transition phase, you must be prepared to dedicate more time to your success if you expect to actually one day make the changeover.

5. **Becomes a lifelong do-it-yourself project** – In Goals, Brian Tracy reveals his "3+1 formula" for mastering any skill.

The first step is to read about the area you want to become more skillful in every day – even if only for 15 or 30 minutes.

Next, listen to educational audio programs on the subject in your own car. Average drivers today spend 500 to 1,000 hours each year in their cars driving each day. Tracy says you can become one of the best educated people in your field by simply listening to audio programs.

Thirdly, attend seminars and workshops on your subject. Many lives have been changed completely by attending a single one- or two-day seminar on a key subject.

The +1 part of the formula is to take action every time you hear a good idea. As Tracy notes, "The person who hears one idea and takes action is more reliable than a person that hears 100 ideas but takes action on none."

6. **Practice, practice, and more practice** – No matter what you want to do in your career, there is no substitute for actually practicing your craft. The more you practice, the more competent and skilled you'll become. And the faster you'll start to experience all the benefits of being a master at your craft.

7. **Keep a laser-like focus on the skills you'll need in the future** – What additional knowledge, skills, and information will you need to be a leader in your marketplace in the months and years ahead? You should always be projecting yourself three to five years in the future. Determine what you need to be studying. Plan for both now and down the road so you'll be, if not the best, one of the best paid people in your industry.

In the end we can say knowledge is not important but skill is most important. We should know how to convert your knowledge into skill. For this you must go to skill development.

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