

The past few years have changed the way we lead our professional lives, with the pandemic shifting jobs to work-from-home and the post-pandemic professions gradually shifting back to physical workplaces. In the wake of this tumultuous shift, the basis of employable skills has changed towards a more tech-savvy and digital literate focus. To prepare yourself for the 2022 job market, here are some essential skills you need to stay ahead of the competition.

# EMPLOYABLE SKILLS YOU NEED FOR THE 2022 JOB MARKET

## DIGITAL LITERACY

Since the majority of jobs both locally and internationally have shifted digitally, it is now or never to grasp some much-needed expertise on current technology. Digital

literacy is not only an employable skill for the job market, it is a fundamental aspect of daily life. The most basic of digital skills include typing in word processors, sending emails, managing spreadsheets and making digital presentations.

You also need to be aware of how social media platforms can be used to promote products, how the search engine can be optimised to find more effective results, and how virtual conferences can be held via communication apps.

## CROSS-PLATFORM COMMUNICATION

Communication skills have always been important in the job market but being a team player might be more important now than ever. Not only are employees expected to maintain effective verbal communication with co-workers, the ability to handle video chat platforms such as Zoom, Skype and Microsoft Teams is also something everyone should have.

Being able to work with real-time communication platforms like Slack and managing files and resources through Google Drive are skills that have seen a surge in the pandemic era, and will remain extremely prevalent for days to come. Especially for team-based positions, skill in cross-platform communication can make or break your value as an employee.

## DRIVE FOR INNOVATION

According to Forum,

World Economic by 2025, the

important employable skills will be analytical thinking, complex problem-solving, and taking initiatives in unique, original and innovative ideas. Without the constant drive to challenge the market and pick up the right tools needed to answer demands, it will be difficult to stay on top of the competition.

Use the resources at your disposal to

pinpoint exactly what can make a splash in your industry. Stay updated with the latest technology that can assist your work, and keep in touch with the newest business models and strategies from all around the world. Being adaptable is the first step towards making yourself more ready for future challenges.

## UTILISING INFORMATION

Information is one of the most important resources in the current age of modern technology. Being aware of your business, competitors and incoming market trends requires staying on top of the latest information at all times. It is also crucial for employees to be able to analyse, assess and communicate data-driven findings to team members, and find the right mediums to share important information.

Information management does not only mean sharing essential data but knowing how to use it as well. A soft skill that will help in this regard is self-reflection: try to use your understanding to break down key points and apply your own perspectives to the matter at hand. Don't be afraid to seek help from more experienced co-workers, but it is always important to reflect on your own performance using every piece of resource and information available to you.

## PROJECT MANAGEMENT

This is a crucial skill in team-based jobs, as employers are constantly on the lookout for reliable and confident team leaders who can lead and manage projects exemplarily. To develop this particular skill you need to bring many other aspects together: apply critical thinking to address underlying problems, take charge when dealing with collaborations, show a strong work ethic and maintain a professional demeanour at all times.

Project management in the modern age also requires you to be able to host presentations digitally, handle team meetings and conduct online events with clients and sponsors. Learn to use your company's digital space to keep in contact with team members. According to an online survey by NACE (National Association of Colleges and Employers), teamwork and collaborative skills rank the highest among the most employable skills in the last five years. The number is expected to rise as digital jobs become more commonplace nowadays.

ILLUSTRATION: ZARIF FAIAZ

## CLARIFICATION

On December 31, 2021, we published a story titled, 'Startups that made headlines this year' mentioning Shohoz quitting the game. This is to clarify that, Shohoz quitting the game was meant as Shohoz suspending its ride-sharing and food delivery operation. Readers are requested not to misinterpret this.

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