MODERN DIGITAL SKILLS

CHAPTER 14: CAREER-RELATED COMPETENCES

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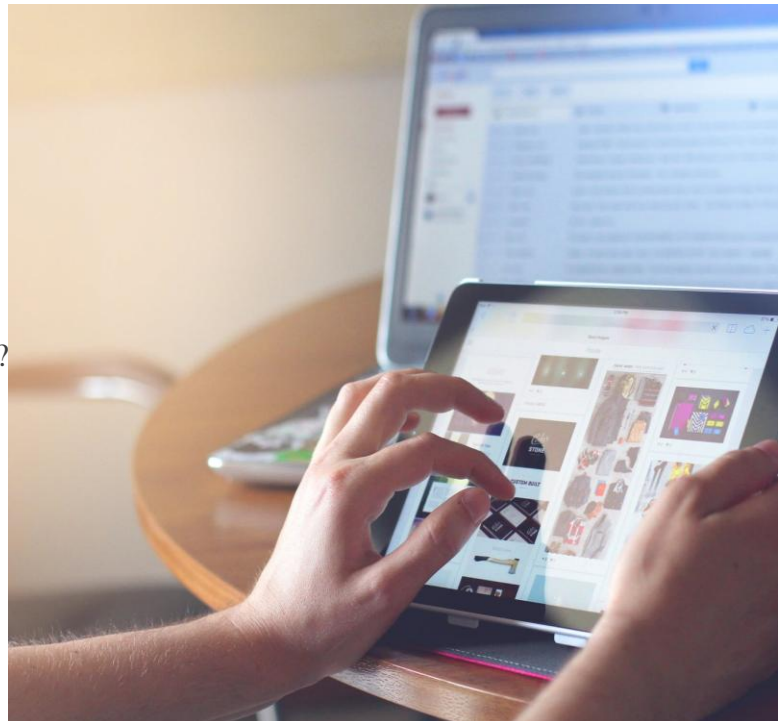
What is Competence?

✓ <mark>Competence</mark> is the ability to effectively apply knowledge, skills, and behaviors to perform tasks or roles successfully in real-world situations.

✓ <mark>Types of skills in competency:</mark>

1. **Hard skills** (Technical) such as mastery of tools, processes, or methods. They are job-specific skills that you list on your resume, learned through college education, training, or work experiences such as how to use a certain machine, software, web design or another tool.

2. **Soft skills** (interpersonal) such as communication and teamwork. They are the combination of people skills, social skills, communication skills, emotional intelligence that make it easy to get along and work harmoniously with other people

❑ *Note*: **Hard skills** are your **technical knowledge,** while **soft skills** are your **overall habits** in the workplace.

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What Skills Employers Want?

✓ <mark>Competency</mark> reflects the **balance and integration** of both **hard and soft skills**, to ensure that employees can perform well in all areas of the job.

✓ **Employers** want employees who have the right **mix of soft skills and hard skills.**

✓ *Example: Ahmad and Yaser are engineers in a company*

- **Ahmad has poor soft skills**: he is technically brilliant, but he struggles because he can't work well in a team or communicate his ideas effectively.

- **Yaser has poor hard skills**: he has excellent interpersonal skills, but he has weak technical abilities, so he finds it difficult to meet job demands.

- Both Ahmad and Yaser **do not meet** competency ☹

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What Skills Employers Want?

Hard Skills (Technical)

Technical expertise

Project management

Digital literacy

Foreign languages

Financial skills

Industry certifications

Soft Skills (Interpersonal)

Communication

Teamwork

Problem-solving

Time management

Leadership

Emotional intelligence

Soft skills (Interpersonal)

Communication Skills
- The ability to convey information clearly through speech, reports or presentations, and to listen to others.

Teamwork and Collaboration
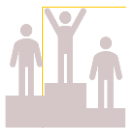- Working well with others to achieve shared goals.

Problem-Solving Skills
- Analytical and creative thinking to resolve issues.

Time Management
- Prioritizing tasks and meeting deadlines.

Leadership Skills
- Guiding and motivating others to achieve goals .

Emotional Intelligence
- Understand and manage feelings, strengths, and weaknesses, and build positive relationships with others.

Hard skills (Technical)

Technical expertise
- Knowledge of programming language (Python, Java, C++, or JavaScript)
- Expertise in using specific software applications (Microsoft Office: Excel, Word, PowerPoint for example).

Project Management
- Plan, execute, and manage tasks and resources.

Digital Literacy
- Proficiency in using computers, software, and technology tools.

Financial Skills
- Understand accounting principles, budgets, and economic reporting.

Industry Certifications:
- Earn qualifications related to specific fields, such as CPA for accountants.

Foreign Languages
- Fluency in languages other than your native language (e.g., English, Spanish).

professional licenses
- A driver's license for commercial driving
- A medical license for healthcare professionals.

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What is the future of work look like?

✓ **The future of work is brighter than we might think!**

o The Internet has **enabled millions of people** to work for themselves and to work at home.

o The work is **wide-ranging** and includes activities such as marketing, design, software development, and administrative tasks.

o Most of the time, AI and robots have **reduced hard routine tasks** and enabled humans to do higher-value work and less difficult work.

o History suggests that automation **did not steal our jobs**. The demand for human workers has increased through the three previous industrial revolutions. **First revolution** uses steam engines, **second revolution** uses electricity and **third revolution** uses computers and internet .

o Would a **Fourth Industrial Revolution** that uses AI ,IOT , big data and robotics be any different? We don't know yet, but some say jobs for humans will **continue to grow** and may even be more meaningful

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Digital skills to help your career

Digital SKILLS

✓ <mark>**New Job Opportunities**</mark>: Fourth Industrial Revolution is bringing fast technology-driven change and creating lots of exciting new jobs.
  - These jobs will need **skilled workers** who have **digital skills.**

✓ <mark>**Needed Digital skills**</mark> to do things with confidence :
  1. Use a mobile phone, tablet, laptop or personal computer to get onto the internet
  2. Communicate online using email and social media sites
  3. Work from home using online tools like Zoom, Skype, Teams and FaceTime
  4. Create online accounts to access services and buy goods
  5. Use the internet to search for reliable information
  6. Behave safely and legally online

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Lifelong learning

✓ <mark>**Lifelong learning**</mark> is continuing to learn new things throughout your life.
  - Lifelong learning can prepare you for the future of work

✓ <mark>**Suggestions for lifelong leaning:**</mark>
  1. **Never Stop Learning**: Learning doesn't end with school; it continues through courses, reading, or hands-on experiences.
  2. **Stay Flexible**: Lifelong learners can adapt to changes in their jobs and industries.
  3. **Personal Growth**: It helps you grow, feel satisfied, and improve your confidence.
  4. **Meet New People**: Learning can connect you with others and expand your network.
  5. **Be Resourceful**: Lifelong learners find new information and solutions easily

How to Locate a Job Opportunity?

✓ **Strategies to explore jobs and to grow your network:**

1. **Ask** your colleagues, friends, and family.

2. **Attend Job fairs** sponsored by communities, schools, and other organizations

3. **Visit employment websites** such as:
   - *Akhtaboot*
   - *Bayt*
   - *Gulf Talent*
   - *Google for Jobs*

4. **Use LinkedIn** to expand your network by connecting with employers or people who know employers.

LinkedIn is a professional networking platform that offers job searches based upon your profile details, and connect employers, colleagues, and industry professionals.