Title page

Essay

Different skill sets are required for succeeding in the workplace due to increased competition and a high supply of workers. The education industry is passing a huge number of graduates each year who are ready to enter job markets. I feel that the most important skills needed for working in a professional environment include; communications, problem-solving attitude, stress management ability, team-work, self-management and conflict management. Without communications, an employee cannot manage to understand the message of a supervisor or manager. I believe that a person who is aiming to succeed in the workplace must develop adequate communication skills that will allow him to understand job responsibilities and transmit information inappropriate manner.

Problem-solving attitude is another important skill that employees need for managing work on-time. This exhibits the need for out-of-box thinking because employees cannot depend on a manager or senior staff. They have to find ways of managing things and reaching the best outcomes. Team-work is required for becoming part of international organizations. Employees cannot attain success without learning the art of working in a team. Stress-management is another critical attitudes needed for handling the excessive workload and adverse situations. In most of the challenging situations, employees often get frustrated. This indicates the need for controlling emotions such as anger, anxiety and low morale. Self-management is also an important skill that allows employees to plan and work in an efficient manner. Most of the organizations are now hiring employees from diverse backgrounds thus making it essential for new entrants to develop conflict management skills. This is because employees will often encounter conflicting situations due to cultural, ethnic and racial differences. Their ability to handle conflicts will maximize their level of efficiency. I feel that an individual planning to take jobs cannot succeed without these skill sets.

Managers can use Maslow’s hierarchy model for motivating employees that will result in enhanced performance and productivity. The first component of the model stresses on identifying the need of employees. The manager can help employees by determining their need such as salary, status or reputation. Needs can vary for employees because they could include psychological, safety or social needs. By identifying their true needs the manager would be able to address their concerns. In addressing psychological needs the manager can consider the work conditions, work hours and negative environment. By resolving these issues the manager will be able to improve the motivation level of employees.

The manager can also improve motivation by addressing safety needs. Such needs reflect a sense of security, protection from accidents or injuries. The manager that ensures the provision of a safe work environment that will add to the comfort of employees. Similarly, eliminating elements of harm can also promote the motivation of employees. The manager is also responsible for determining the social needs that include a sense of belonging, isolation or friendship. Provision of a friendly and supportive environment will allow employees to replace their negative emotions and will lead to high motivation. Another important aspect of Maslow's hierarchy model is the need for self-esteem. The manager can identify employees who face low self-esteem and formulate ways for helping them. By acknowledging their work the manager would be able to improve their level of motivation. Praising them and rewarding them can be effective for encouraging them to work efficiently.

Self-actualization need also impacts employee motivation. The manager must be able to offer some degrees of autonomy at work that will promote positive feelings. This will allow the manager to promote the level of motivation by giving opportunities for participating in decision-making to the workers. The manager can thus utilize Maslow's theory of hierarchy needs for overcoming issues of low-motivation and productivity.