

University of Wales – Trinity Saint David

Academic and Employability skills

Regarding HR Managing

16/04/2021

Student name: Silvana Kalaj (2022941)

Lecturer name: Timothy Hopkins

Table of Content

▶ INTRODUCTION.....	3
▶ Academic and Employability skills.....	4
▶ Importance of academic skills.....	6
▶ Importance of employability skills.....	7
▶ Important Skills for HR manager.....	8
▶ Performance development plan (PDP).....	14
▶ SWOT Analysis.....	16
▶ CONCLUSION.....	17
▶ REFERNCES.....	18



INTRODUCTION

- Academic and employability skills are necessary for personal and professional development of a person.
- It can be possible with the help of the understanding of academic and employability skills. (Husam and Abraham 2019)



Academic and Employability skills

- It is necessary to develop both skills so that a person can make their future bright. (Koloba, 2017)
- Academic skills represent the skills that are developed when a student continues their academic study.
- They are the collection of skills that include time management tools, study habits and learning strategies in order to understand and learn school and life lessons.

Academic and Employability skills

Continue...

- ▶ Employability skills are the skills that assist the enhancing and increasing of the productivity of employees in a specific job role.
- ▶ They include adaptability, critical thinking, ability to collaborate, written and oral communication, problem solving, teamwork, etc....

Importance of academic skills

Why are these skills important?

- ▶ It is identified that academic skills are not only necessary for school or college but also for life.
- ▶ They assist the increasing of self confidence, self esteem and competence.
- ▶ They help to reduce anxiety.

Importance of employability skills

Why are these skills important?

- ▶ Employability improves the efficiency of candidate so that they can improve their performance level at their workplace.
- ▶ It is necessary for the success and growth of organisation as well as for employees (McGunagle and Zizka, 2020).
- ▶ The chances of career growth can rise with the help of employability skills.

Important Skills for HR manager

Communication Skills

- ▶ Communication skills are very important for a person as they assist the communication of a message to another person more effectively.
- ▶ It is identified that due to miscommunication between people, understanding a message may result harder, creating many conflicts between candidates.
- ▶ That is why it is very necessary for an individual that they make their communication skills effective in order to remove conflicts between members.
(Nisha and Rajasekaran, 2018)

Administrative Expert Skills

- They are an important part of the HR role as they can administrate overall organization so that they do not create any ambiguity between employees.
- Administrative experts are not easy skills as they require lots of knowledge of organization and their operations so that they can deal with the employees



Proactivity Skills

- ▶ It is not actually a skill as it is more considered as a trait. It can be developed in a long time.
- ▶ Proactivity is necessary in the organization so that a HR manager can actively find out the problems and challenges then they can take a corrective action in order to overcome and solve them. (Rowe and Zegwaard, 2017)

Coaching Skills

- Coaching is very necessary for new employees so that they can understand their job roles and responsibilities.
- HR manager need to provide training and coaching sessions so that employees can understand their duties and perform their best.



- As HR manager plays a crucial role in the organization and it is the only person who makes strategies in order to recruit and select the best talented employees. (Wolff and Booth, 2017)

Time Management Skills

- ▶ It is very necessary for every person that they manage their time effectively so that they can achieve their objectives with efficiency.
- ▶ Time is very important as it plays a significant role in the life of people. If a person cannot understand the value of time, then they are unable to achieve anything.



Listening skills

- It is identified that if a person has not effective listening skills then they are unable to perform their duty as they cannot understand the motive or purpose of a message.

Performance personal plan (PDP)

In addition to PDP is also important for making an action plan that how I can improve and develop news skills which are necessary for a HR manager.

Skills	Importance of skills	Measures to enchance the skills	1 month
Team management skills	It is vital for a HR Manager to have team management skills as I have to manage various employees that are part of organisation. I have to formulate teams and manage them.	Team management skills first of all I will work in teams and try to understand each and every person's taugh. Also I will also maintain transparency and will encourage my team members so as to manage the team effectively	

Performance development plan (PDP)

Skills	Importance of the skill	Measures to enhance the skill	Time-frame
Team management skills	It is vital for a HR Manager to have team management skills as I have to manage various employees that are part of organisation. I have to formulate teams and manage them.	Team management skills first of all I will work in teams and try to understand each and every person's taught. Also I will also maintain transparency and will encourage my team members so as to manage the team effectively.	1 month
Listening skills	Listening skills are most important inn the role of HR manager as the person has to listen to all the employees and to understand them to take further actions.	To improve the listening skills, one of the way is to communicate with various people. As regular interaction and trying to understand the people.	15 days
Time management Skills	It is important to to manage the time so that all the work is assigned on time. It helps to achieve the goals and objectives on time.	By setting a schedule and timelines and working according to them, time management skills can be improved. Also by working on time and following the deadlines I can enhance my time management skills.	45 days
Communication Skills	For hiring and recruiting new people communication skills are important. For understanding the person and communicating them to the employees.	To enhance communication skills it is important to interact with people. Also by listening to others and understanding their point of view is important.	20 days
Problem solving skills	There are various problems that arise ion employees and it is important to solve those problems. A HR manager should have good problem solving skills.	The best way to solve problem is to empathize both the parties and treat them equally. By understanding the problem and then taking actions will enhance the problem solving skills.	25 days

SWOT Analysis

For this purpose, I need to use SWOT analysis tools so that I can know about my strengths and weakness which assists in analysing the skills that I have already possess and those which I need to develop.

Strength ➤ My communication skills are strong and that will help me interact with employees and understand them. ➤ I am punctual which helps me to complete the task on time and able to manage time and work. It will help me to achieve my goals and objectives.	Weaknesses ➤ My problem-solving skills are not strong. I am unable to solve the conflicts of people. This is a weakness that I am facing. ➤ Another weakness is that I am unable to manage team. As I have never given opportunity to manage a team.
Opportunities ➤ By working more on my communication skills I will be able to interact effectively. ➤ Also, by eliminating my weakness by making efforts to improve them. I will be able to get more career opportunities. All this will help me to grow in my career.	Threats ➤ If I will not work on my weakness and ill not be able to understand the problem of others and solve them. Then this will become hindrance in my career. ➤ Also, it is threat for me if I will not work on my team management skills how will I become a good HR manager.

CONCLUSION

- ▶ In conclusion I would say that all skills are very necessary for a person who want to grow in their life and wants to become a successful person.
- ▶ Employability skills are known as transferable skills. The candidates become employable with the help of this skill.
- ▶ Academic skills help in effective learning.

REFERENCES:

Books and Journals:

- ▶ Husam, H. A. and Abraham, P., 2019 - '*Employability skills development through assessment in higher education: Students' voices on reflective assessments*' - Glob Acad J Econ Buss, 1, pp.36-42.
- ▶ Koloba, H. A., 2017 - '*Perceived employability of university students in South Africa. Is it related to employability skills?*' - International Journal of Social Sciences and Humanity Studies, 9(1), pp.73-90.
- ▶ McGunagle, D. and Zizka, L., 2020 - '*Employability skills for 21st-century STEM students: the employers' perspective.*' - Higher education, skills and work-based learning.
- ▶ Nisha, S. M. and Rajasekaran, V., 2018. - '*Employability skills: A review*' -IUP Journal of Soft Skills, 12(1), pp.29-37.
- ▶ Rowe, A.D. and Zegwaard, K.E., 2017. - '*Developing graduate employability skills and attributes*': Curriculum enhancement through work-integrated learning.