

ACADEMIC EMPLOYABILITY SKILLS

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INTRODUCTION

- For the intended it career, one should have several skills which can help to become a good it professional. the skills are such as technical skills, teamwork skills, critical thinking skills and many more.
- The strengths, weaknesses, opportunities and threats are discussed which is also explained. along with the analysis, the personal development plan is also made so that the scope for improvement can be analysed properly.

SWOT ANALYSIS

Strengths	Weaknesses
• Managing a team or managing people is an important skill which is required for the post of Human Resource Management. • Communication skill is also required for Human resource management which also works as a strength as I have good communication skills.	• Sometimes I feel pressure working in a pressurized environment. I cannot take the extreme pressure of deadlines. Hence it is difficult for me to work multiple tasks at a time. • Becoming demotivated towards work is also a major problem which I face sometimes.

SWOT ANALYSIS

Opportunities	Threats
• As a human resource management personnel, there are several opportunities present in the workplace. This profession can provide me with better opportunities in the future from the perspective of career growth. • In the starting phase of the career, there is ample scope to learn new things about the work and that can help in performing better in future.	• Automation is a major threat for the people from the human resource management category. As automation has the ability to remove the work for human resource management to a large extent.

TIME MANAGEMENT TOOLS

- Activecollab is chosen from various time management tools. With the help of this tool, managing time from different work becomes very easier.
- As per the importance and on the nature of the work one can make a plan for the completion of the work.
- With the help of time management tools, increasing efficiency in the work becomes very easy.

TIME MANAGEMENT TOOLS

- Just like activecollab, there are several other time management tools through which time can be managed as per the planning. Scoro is one of the popular time management tools as well. Those tools help to finish work at a fixed period of time.
- With the help of this time management tool, multitasking can be possible.

PDP PLAN

Skills required improvement	Objectives	Time	Action Plan	Success Criteria	Implementation
Multitasking	Multitasking is the need of the hour for the employees in every organization. Multitasking helps to increase the efficiency of the organization.	1-2 months required for improving the skill of multitasking in the workplace. Multitasking is an essential feature which one should have in this competitive world.	Multitasking skills can be improved through several ways. However, which way one can try to implement that depends on the individual. With the experience and with full concentration towards work, multitasking can be done successfully.	Success criteria in the skill of multitasking can be achieved if I am able to work many things simultaneously and hence through which the efficiency of the organization can be improved then it will be considered that I am successful in the skill of multitasking.	Multitasking skills will help the organization to perform better and achieve efficiency. Taking multiple jobs at a time is not recommended. If possible, one should complete the work one by one. However, if anyone has the ability to perform better with multitasking then that skill can be practiced for better results.

PDP PLAN

Skills required improvement	Objectives	Time	Action Plan	Success Criteria	Implementation
Handling Pressure	The role of human resource management is full of a lot of responsibilities and with that responsibility it also creates a lot of pressure on the employees. Handling those pressures and working perfectly is the goal of the organization.	2-3 weeks is required to improve the skill of handling pressure as having this skill is important in the workplace to manage the Work and provide good results. However, managing pressure in the work can only be done through experience. Hence the people have to continue the work and gain experience.	To improve this skill of managing pressure, first one has to be confident about the work which they are doing and along with that experience regarding the work also plays a vital role in improving this skill.	After 2-3 weeks or after 1 month, I will be able to improve my skills as In those months I will gain experience regarding the work responsibility and perform accordingly. Through completing the work, the knowledge regarding the work can also be achieved as well as the experience regarding a particular skill is also achieved. Over time, it will improve the speed of doing work or efficiency and it will lead to handling the stress.	Through proper knowledge of the job profile and performing those jobs everyday will help to build the confidence in me and which will help to make me efficient in the workplace.

CONCLUSIONS

- In conclusion, it can be concluded from the above discussion that all the activities of an individual can be performed well if there is a proper time management plan.
- With the proper planning and proper timing of the work, whole work or the duties of oneself can be easily managed.
- It helps to manage the pressure of the work and keep a balance of both professional life and personal life.
- Able to manage the time is a very crucial skill for everyone to live successfully.

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Thank You