

Academic and Employability Skills

Module Name: Academic and Employability Skills

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Introduction

The research is concerned with various forms of accountability and employability skills and their interlink problems which might occur inside a business organization. There can be levels of consideration regarding the types of responsibilities and roles that are generally necessary for the different kinds of employability skills why. There can be many job-specific skills, which an employer must be looking for, but there are generally want to have some general skills. This concept is known as employability skills.

The employability skills are those skills which awareness study in order to get keep and be hugely successful in a job they also need to ensure that they have the right skills and attitudes.

This project is ultimately going to emphasize how an HR manager remarkably and professionally manages the workers in an organization and if I become an HR manager in the future, what are the strategies that I would like to incorporate to ensure that I manage the workers well. This report is ultimately going to elucidate the thinking skills, co operational skills, communication skills and problem solving skills.

The concept of Employability Skills (H.R. Manager)

The colleagues have managed to believe that the top managers have the high degree of responsibility in developing the various policies and practices of the human resource in the organizations. The practical vision and the philosophy can be implanted in every organization and the human component is considered as a potent force the harbour. The managers to stress the two essential facets which every manager needs to accept in insurance that they are managed to be coordinated with the competitive strategy and other strictly to the policies of Human Resource Management. The second point is to ensure that the human resource in the organization must have a particular mission in fulfilling the various objectives concerning an organization in a remarkably coherent and are the critical idea is to convey that they have a team approach (Baxter *et al.*, 2016).

The model is composed of various elements like those of mutual respect, commitment social responsibility of managers to rely heavily on the teamwork approach and the certain features, which are concerning human resource management. Descriptive theory as to ensure that the full coverage of Human Resource Management manages to function and incorporate the elements into the content, which are, based on various give points that mean somehow underpinning theory of

Edward analytical Framework in the description of the human resource management. Emphasizing the fundamental elements which are installed in the rational resource management functions in to micro mining forces which manage to emphasize the utility and the interrelations of the various aspects which are both potent an extremely reliable in achieving and the critical objectives of human resource management.

Some authors have managed to classify models and theories of Human Resource Management in two-three necessary steps according to the Human Resource Management Theory. It has different categories like the strategic theory, the normative theory and the narrative theory Henry that have managed to indicate that the strategic approach will only identify the environmental influences and classify human resource strategy. According to the opinion of Ragonese *et al.*, (2014), with relation to its models of the procedure in the corporate sector such as those produced by males and the strategy theory, which will ultimately, manages to focus and influence on both the internal and external environmental forces, which are the major components of Human Resource Management. Normative theory ensures that they have an authoritative in its approaches. They are in a fury ultimately managers to follow the researchers known as the universalistic, contingency and the configuration theory.

Scenario concerning Employability skills

Tesco's dominance in 1919 needed a well set of motivated, flexible and very well trained staff to recognize the customer needs it is intern the Tesco's employees manage to support the company. In the various roles and concerning different levels from ensuring the customer, assistance in stores to the different managers needs to be ascertained (Atkinson *et al.*, 2017). They manage to remember that the employee motivation is a prime facet to ensure that there is the continuous growth of the company they went ahead in motivating the people toincreasing the knowledge.

Thinking Skills

Thinking skill is considered to be the devotion and time one offers to attain knowledge regarding any subject or situation. This requires proper analysis over the situation. In providing that the skills were developed, and they manage to have the satisfaction of their jobs through proper training and ensuring that they are developing and provide relevant and timely reward and recognition for their work processes (Helsper and Van Deursen, 2015). This skill is primarily the mental activities,

which are required to convey process information, decisions as well as creation of new idea. Employee motivation is a resultant of the personal interest such as keeping aside internal and external factors concerning praise and reward the different factors, which have been suggested by the motivation of employees, are an appreciation of their work.

Problem solving skills

Problem solving skills is referred to ability to understand and resolve the conflicts that arises within an organisation. The only motivated workplace will ensure that the workforce managers to work hard and achieve the desired output in less time do ensure the reduction of its labour costs. They need to see to the fact they have effective strategies put in place to solve the desirable skills (Peterson, 2016). They need to ensure that they have a certain degree of pride in their works, which will effectively result in a more significant amount of impact on the customers. In the workplace, effective problem solving skills can enable the employees to analyse the various problem from internal depth. According to the judgement of Hinton *et al.*, (2017), this will not negatively affect their quality of work and the desired output because they are efficient employees who manage to carry out the jobs according to the deadlines and ultimately result in deficiency and competency of the workforce.

The Tesco has managed to discover that it is essential to create a great deal of trust and respect it has achieved to find .It also helps in valuing the work processes of the employees ensuring that they have realistic goals to accomplish and also have an exciting environment to work towards. Ultimately, help in increasing the level of employee motivation because every motivated member and staff works in partnership with others to achieve their individual and team objectives (Wersun, 2018). This means I need to focus on each customer and treat people extremely fairly so that they are determined and devoted in receiving positive feedback from the others.

Skills for professional practice and personal development

When I was the team leader in school, I had to manage to ensure that the people in my group managed to work diligently. However due to a certain degree of lack of communication there was initially problems because people can to interpret things in according to their mindsets. . Therefore channelizing the energies towards developing a clear understanding of what is to be done and achieve within the given time frame needed a bit of energy and effort.

Team Working Skills

I should have taught a sense of time management by communicating what is to be done to our group members so that they properly coordinate with each other. They knew what is to be done beforehand and were able to channelize their energy at hand so that they can and have a clear understanding of what is needed from them (Science2018). Team working skills are also important to operate in a smooth as well as efficient manner. If I have to be an HR manager in future, I would try to be strategic in my approach and ensure that all the barriers towards communication understanding of people are removed so that the tasks and hand are communicating correctly and they even know what is expected.

The Gibbs reflective cycle encourages thinking systematically and ensuring that the faces of any experience for activity and manage to use the headings to structure the reflection. Against a reflective cycle can be extremely useful in making one think what the phases of experience or activity are. Final analysis of Gibbs model as to what I did not do correctly.

While ensuring the current analysis of the situation, I felt I was not a great communicator while being a team leader and that resulted in disparities in the communication process. The members of my team that failed in effective time management. It is not sure when to do what works and how much analytical skills needed to be provided and given to each of the works.

Communicational Skills

Communication skill is considered to be the skills to convey any kind of message or perceptions to people. It is evident that the communication skills are important to deal with the speaking factors. It is required to speak appropriately and also listen sincerely. Conversation on my specific communication skills I felt I need to be added in properly communicating with my peers and effectively manage time to ensure that my members in the group are custom with their roles and do not waste their time in being fickle about their works (Panagiotopoulos and Karanikola, 2017).

Recommendations

Have to be an HR manager in future would like to ensure that forms with my employees and ensure that they understand their roles correctly and positively. I also need to ensure that I manage to teach a positive approach in meeting deadlines and managing time well to see that no one falters

concerning time management and the policies of the organization in completing the day-to-day tasks and assignments.

Conclusion

This project is there for will automatically establish the strategies that the HR manager incorporates in Tesco and what are the Strategies and programs that can be integrated to understand and develop employee motivation and can complete daily tasks. Employee motivation and its strategic concepts necessity in developing the effectively and efficiency of the employees towards religiously and respect towards the betterment of themselves and to the organization proper supervise skills are required and which has been discussed in this report to ensure that an HR manager is well associated with the roles in the organization.

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