

A background image showing a group of business professionals in a meeting. A woman in a grey blazer is gesturing with her hand near her face. A man in a dark suit and striped tie is visible on the left. In the foreground, a person's hand is pointing at a tablet displaying a document with charts and text. There are also coffee cups on the table.

INDIVIDUAL PRESENTATION:
Employability skills in
relation to my intended
career

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INTENDED CAREER

- ▶ Human Resource Professional e.g. HR Manager.
- ▶ The HR department is responsible for finding, screening, recruiting and training job applicants as well as administering employee benefits, looking after the wellbeing of the employees and dealing with employee-related issues (**Kenton, 2020**).
- ▶ The large number of responsibilities assumed by HR department implies that **HR professional must have a large set of skills including hard and soft skills.**
- ▶ Effective HRM requires innovation and practices to stimulate the employees to think, create and reflect in original ways (**Chiappetta-Jabbour and Santos, 2008**).



PERSONAL SWOT ANALYSIS

SWOT Analysis – framework used to examine your current situation and employability by assessing your strengths, weaknesses, opportunities and threats (Martin, 2018).

Strengths	Weaknesses
1) Excellent time management skills and ability to meet deadlines developed through studying at high education institutions. 2) Good communication skills, which I have developed through work experience. 3) Good interpersonal skills. 4) Strong emotional intelligence. 5) Readiness to learn new things and to engage in continuous professional development (CDP)	1) Problems staying focused for longer periods of time. 2) Easily getting distracted by a chaotic working environment. 3) Need more time to adapt to new working environments. 4) Prefer to work individually rather than in a team (lack of teamwork from the last 7 years). 5) Lack of action for continuous professional development. 6) No HR qualifications.



PERSONAL SWOT ANALYSIS

Opportunities	Threats
1) Opportunity to participate in group projects in order to develop teamworking skills. 2) Opportunity to finish my education, which will help me to enhance my skills and knowledge and to increase my employment opportunities. 3) Opportunity to gain additional work experience through volunteering at large organizations like Tesco and ASDA	1) High unemployment rates due to Covid-19 has increased the competition per vacancy. 2) The war in Ukraine has had a negative impact on the world's economy, which is likely to impact my employment and education opportunities.

PERSONAL DEVELOPMENT PLAN (PDP)

Goal	Action	Resources Required	Measurement	Target Date
1. Better focus and concentration	Complete LinkedIn's learning course called ''Improving Your Focus''.	Subscription to LinkedIn's platform.	Successful completion of the course and gaining the ability to work in a chaotic work environment.	30/10/2022
2. Become more flexible and gain the ability to adapt.	Study in different environments such as in a café, at home and at school. Perform different social activities such as Team Building and Seminars with current co-workers.	Free time and social opportunities such as networking events.	Gain the ability to work in any type of environment and to be a valuable team member	30/12/2022
3. Improve teamwork skills	1. Complete LinkedIn's learning courses about teamwork. 2. Participate in group projects at university.	1. Subscription to LinkedIn's platform. 2. Group project assignments	Successful completion of the course and becoming a better team member.	30/10/2022
4. Acquire HR-related qualification	Complete the CIPD Level 7 Advanced Diploma in Strategic People Management.	£6,099 and free time	Successful completion of the course and improved people management skills	30/12/2024

PLAN REFLECTION & EVALUATION

- ❖ The plan was developed according to the information from the personal SWOT analysis.
- ❖ **The goals of the PDP are to improve my skillset**, which will improve my employment opportunities.
- ❖ **The goals included in the PDP are realistic yet challenging, which will stimulate mental work and will help me to improve my HR-related skills and knowledge.**
- ❖ **The PDP focused on developing skills and knowledge that academics consider essential for working in HR.**

CONCLUSION

HR professionals **have a wide range of responsibilities** this implies that HR professionals **need a wide range of skills and knowledge**.

The main skills that HR professionals must have **relate to human resource management, leadership and human resource development**.

The personal SWOT analysis was created to identify my personal strengths and weaknesses as well as the opportunities and the threats that I face.

The information from the SWOT analysis was used to create a Personal Development Plan (PDP), **which will improve my skills and employment opportunities related to HR professional**.

REFERENCE LIST

- Chiappetta-Jabbour, Ch.J. and Santos, F.A. (2008). *The Central Role of Human Resource Management in the Search for Sustainable Organizations*. [online] Available at: https://www.researchgate.net/publication/247522314_The_Central_Role_of_Human_Resource_Management_in_the_Search_for_Sustainable_Organizations [Accessed: 19 Jul. 2022].
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