

Employability Skills

Human Resource Manager

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Introduction

- ▶ Definition - A person's employability skills might be described as the required skillsets for becoming an efficient employee. (Scott et al., 2019)
- ▶ Importance - Employability skills will help improve the individual's personal development, career development
- ▶ Aim Of Study - Identifying and highlighting necessary skills for intended career development.



Intended Career

► Career Choice –

Human Resource Manager

- Benefits – Job satisfaction, reputation, good income, skill development, helping people.



Employability Skills

Human Resource Management

- ▶ Very Good Communication
- ▶ Decision Making
- ▶ Time Management
- ▶ Flexibility
- ▶ Computer Skills
- ▶ Planning



Skills Needed to Develop

- ▶ Communication Skills
- ▶ Listening Skills
- ▶ Negotiation Skills
- ▶ Time Management Skills
- ▶ Motivational Skills



S.W.O.T. Analysis

Strength – Computer Skills, Working well under pressure

Weakness – Time Management

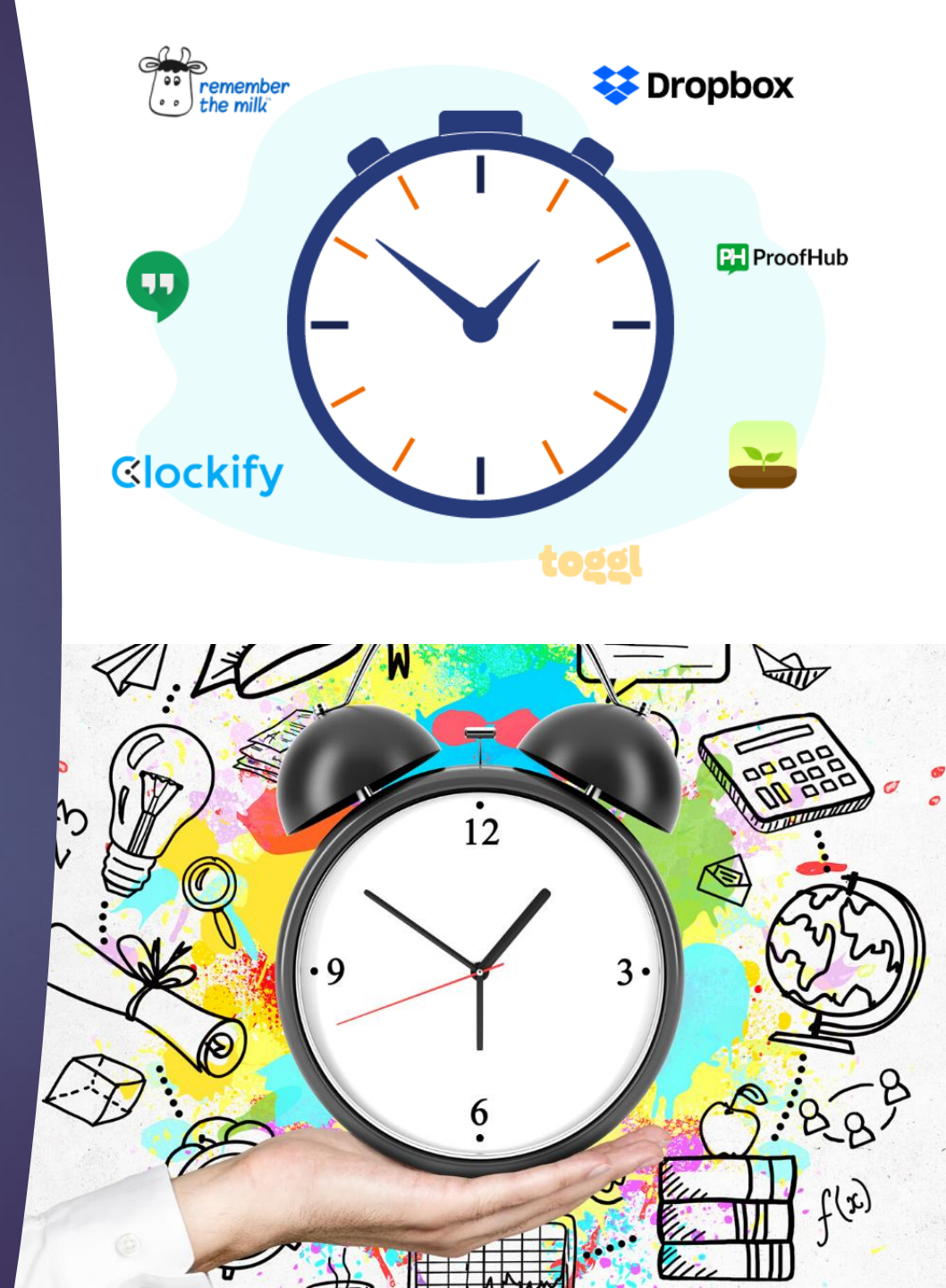
Opportunities – Better scope in the future

Threat – Negotiation capabilities



Application of Time Management Tools

- ▶ Scoro
- ▶ ActiveCollab
- ▶ ProofHub
- ▶ Hubstaff



Application of PDP

Required skills in Development	Date of Completion	Ways of Accomplishing	Success
Time Management Skill	03/02/2022	All tasks to be listed and prioritise accordingly for the day and week using different management tools and methods.	Now I have become able in managing time effectively to accomplish all the tasks smoothly by following the mentioned ways.
Communication Skills	11/02/2022	Identify what I want to communicate and why and then analyse the aim and clearly communicate with others by using simple terms for helping them in understanding the message.	I have started to use simple terms to convey my message to others after identifying the aim of this communication.
Listening Skills	25/02/2022	Kept my mind relaxed and attentive too, making eye contact with the speaker, and trying to capture his message without interruption.	I have improved my listening skill more than before. Now I always keep my mind relaxed and attentive, and not to interrupt the speaker in between his communication.

Conclusion

- ▶ The intended career chosen is Human Resource Manager.
- ▶ HR. Failure may be crucial for the organisation.
- ▶ Helping others as well as personal growth opportunities.
- ▶ Application of Management Tools like *Scoro* and *ActiveCollab* is beneficial for aiding in time management and communication.

References

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