

ACADEMIC AND EMPLOYABILITY SKILLS

Module code: BMSW4003

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Introduction

- The study will go into detail on the many skills needed in the area of ***Human Resource Management***.
- It will also reveal the skill set that can be acquired, which will be of added value in the chosen profession.



Overview of the chosen career

- As asserted by Bratton *et al.*, (2021), The goal of the field of human resource management is to effectively manage the workforce of an organisation.
- HR managers assist in achieving balance in organisational procedures, which opens up more potential for business development, through a variety of duties such as recruitment and reward management (Mahapatro, 2022).



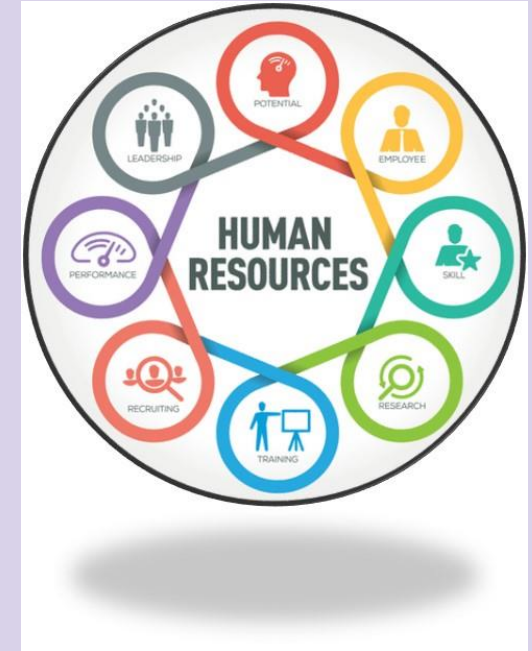
Duties required to be carried on

- ***Recruiting*** new staff members to fill the vacant positions of the company, states (Stone, Cox and Gavin, 2020).
- ***As stated by*** Armstrong and Taylor (2020), ***overseeing the daily workflow*** taking place in all the departments.



Duties required to be carried on (continued)

- ***Promoting a positive work culture*** through various policies and practices
- ***Searching and proposing incentive programs*** to ensure the retention of the top talent in the organisation (Kalogiannidis, 2021).



Discussion of existing skills

For analysing the existing skills a **SWOT** analysis will be done.

<i>Strengths</i>	<i>Weaknesses</i>
● Outstanding communication abilities. ● Strong problem-solving and analytical abilities. ● Efficiency in various software of Microsoft office suite.	● Lack of capacity to manage time effectively. ● Inability to properly prioritise and assign duties

Discussion of existing skills (continued)

<i>Opportunities</i>	<i>Threats</i>
● Exercising time management. ● Recognising the value of certain jobs and carrying them out appropriately. ● Strengthening my interpersonal and negotiating abilities.	● Ineffective time management can leave a bad impression, asserts Leary, (2019). ● Possibly will be unable to get a promotion as a result of the incapacity to set priorities

Discussion of the skills required to be improved

Administrative expert: An HR manager will be able to effectively control the flow of personnel in and out, leaves, absentee records, and other factors owing to this, asserts Boxall and Purcell, (2022).

Trustworthy advisor: As opined by Noe (2017), providing guidance on personnel matters to the staff, line managers, and senior management



Discussion of the skills required to be improved (continued)

Technology skills: Understanding the Human Resource Information System (HRIS) would help gather data regarding compensation, performance reviews, hiring, etc (Masum *et al.*, 2018).

Reporting skills: As stated by Stewart and Brown (2019), refers to the capability of using HRIS data to develop, read, and analyse HR reports.



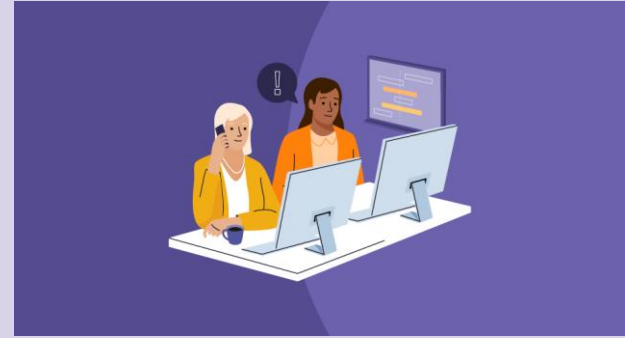
Importance of the skill in the chosen field

- Having both administrative expertise and advisory skills will assist in the development of numerous policies and practices that are essential to the duties of HR
- Will be able to comprehend the strategic aim and afterwards translate them into an execution plan



Importance of the skill in the chosen field (continued)

- To convince the core management of the urgency of any given situation, I will be able to analyse significant facts and transform them into persuasive messages.
- By bringing the senior management's attention to a range of issues that employees might experience regularly, will lead to an increase in the employee retention rate



Demonstration with the help of a theory

- The ***Strategic contingency theory*** claims, according to Williams, Ashill, and Naumann (2017), that only when the responsibilities performed by the HR managers are compatible with the expectations of the company's external environment can an organisation be successful.
- As asserted by Abba, Yahaya and Suleiman (2018), HR techniques for employee motivation can be developed by organisations, which will also influence the behaviour of the staff.



Conclusion

- It can be concluded that the work of human resource managers can be performed even better by acquiring the necessary skills and enhancing already-existing abilities.



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