

Academic and Employability Skills

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Introduction

- Academic and employability skills that are required for an HR executive.
- This presentation will emphasize on the SWOT analysis (Blaxell and Moore, 2012).
- It will also mention the time management tools and Personal Development Plan fro HR executive.
- It will also provide analysis of academic and employability skills.

Required Academic Skills

- Time management skills
- Language skills (Jackson, 2014).
- Recruitment and selection
- HRIS (human resource information system)
- HRM expertise and Knowledge

Employability skills

- Critical thinking skills
- Collaborative working or team working skills
- Effective communication skills (Beausaert et al., 2013)
- Multitasking skills

Personal SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
Collaborative working skills	Lack of confidence	Can achieve employment in a well-known organization	Lack of employability skills
Effective communicator	Not good while interacting with stranger	Capable of making decisions effectively	Lack of knowledge
Active listener	Gets distracted very easily	Flexibility at workplace	Not able to think critically
Hard working	Problems in making decisions	Good experience in HRM department	Less qualification

Personal Development Plan

Objectives	Success criteria	Actions	Implementation	Time duration
Critical thinking	To become capable of making effective decisions	Enhancing knowledge	Writing ad reading more	8 months
Pro-activity	Working on the feedbacks given by others	Focusing on understanding psychology of people	Read psychological books and try to interact with more people	6 months
Effective communication	Take feedbacks from others	Interact with more people	Attending online and offline educational seminars	1 year
Language skills	By checking fluency in reading by taking feedbacks	Emphasizing on reading	Read more and more books	9 months

Time management

Pomodoro technique

- It improves the productivity level and boosts the confidence of a person (Andrews, and Russell, 2012)
- It has helped in preparing the above PDP plan
- It also helps in maintaining discipline
- This technique is very effective tool of time management

References

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