

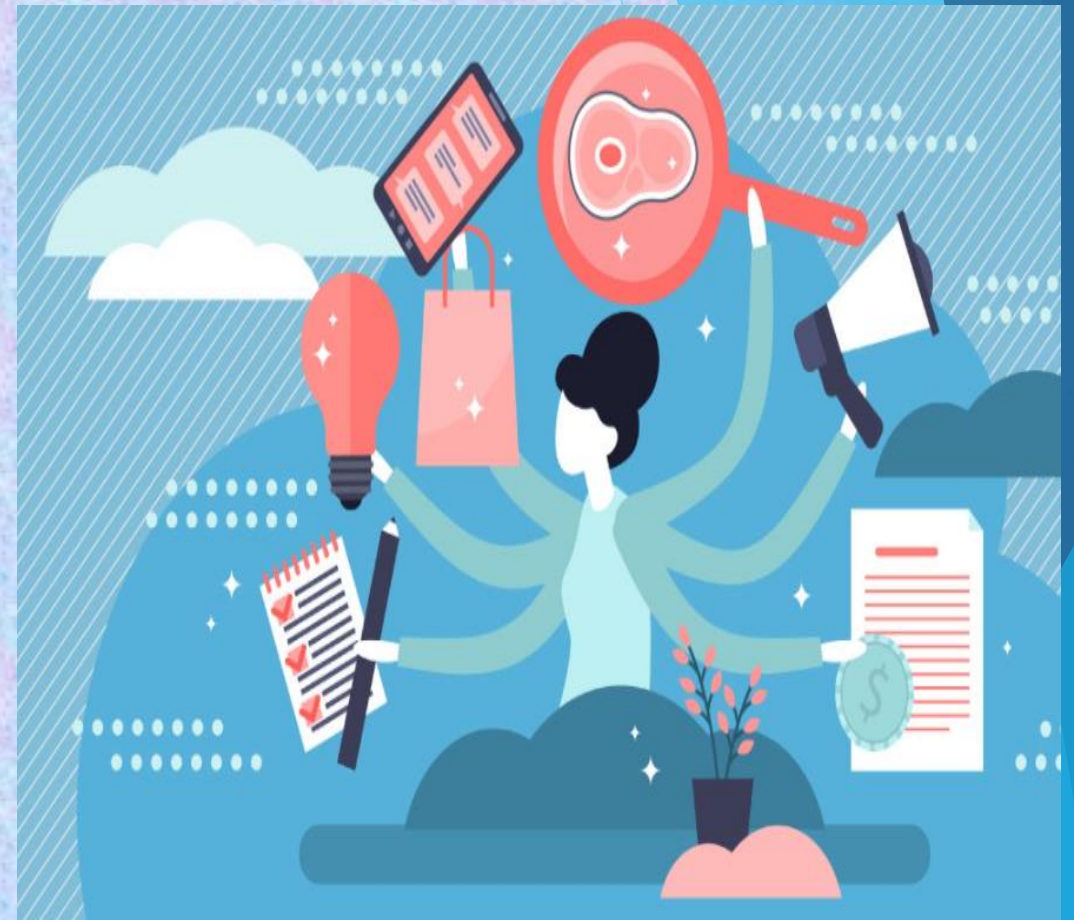
ACADEMIC AND EMPLOYABILITY SKILLS

Human resources manager

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Introduction

- ▶ Exploration of skills required for becoming a successful HR manager
- ▶ SMART goals and personal development plan
- ▶ SWOT for academic and employability skills



Discussion about the skills required

- ▶ **Effective communication**
- ▶ **Effective negotiation skills**
- ▶ **Analytical skills**
- ▶ **Organizational skills**
- ▶ **Data handling skills along with technological skills**



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- ▶ **Effective communication**
 - ▶ Address the requirement of the job and fulfil the needs of recruits (Mauro et al., 2018)
- ▶ **Effective negotiation skills**
 - ▶ Communicate frequently for negotiating salary
- ▶ **Analytical skills**
 - ▶ Assessing huge data
 - ▶ Talent analysis



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- ▶ **Organizational skills**
 - ▶ Employee relations
 - ▶ Onboarding
 - ▶ Performance management (Chams and García, 2019)
 - ▶ Teamwork and collaboration
- ▶ **Data handling skills along with technological skills**
 - ▶ Managing employee databases regarding salary
 - ▶ Emolument, benefits, and holidays
 - ▶ Current market trends



SWOT

Strengths	Weakness
Communication skill Data handling skill Analytical skill (Yong <i>et al</i> , 2020)	Lack teamwork Coordination skill
Opportunities	Threat
Negotiation skill Organizational skill Empathy	Trustworthiness Judgemental (<u>Karami</u> <i>et al</i> . 2017)

SMART Goals

Skills	Specific	Measurable	Achievable	Realistic	Time-bound
Communication skills	Communication skills are essential in every field and the role of an HR manager is to understand the requirements of an organization as well as the potential of an individual while hiring them. Effective communication is required for identifying individuals in the selection process. Hence, communication skills are extremely vital to the role of the HR manager.	The effectiveness of communication skills can be measured through feedback received from friends and family members.	Communication skills can be enhanced by reading books, newspapers, and conversing with friends frequently. Moreover, interaction with strangers can help in boosting confidence to communicate effectively (Dirani <i>et al.</i> 2020).	It is observed that communication skills can be enhanced through effective communication and can be applied in the role of the HR manager.	Communication skills can be enhanced within 6 months.
Data handling and IT skills	Data handling skills are important for identifying the requirement of talents and potential of an individual and match the requirement of the organization (Baum <i>et al.</i> 2018s). Furthermore, a large number of applications needs to be sorted effectively with the help of IT and data handling skills	It can be measured through effective outcomes of the application of IT and handling of a large amount of data	Data handling and IT skills can be effectively be enhanced through better utilization of modern software	Frequent utilization of advanced software and regular practice can help in increasing data handling and IT skills. A certificate course can be pursued for increasing the IT skills relevant to the post of the HR manager.	It is identified that data handling and IT skills can be enhanced within 6 months
Analytical skills	Analytical skills are essential for the post of HR manager as it is important to sort candidates based on talent and skills. Moreover, other responsibilities such as employee benefits, training and leave management require analytical skills	Analytical skills can be measured through effective identification of problems and developing better solutions. It is observed analytical skills are required for the post of HR manager for resolving conflicts among employees.	Analytical skills can be improved through solving puzzles and playing games related to brain exercise. Moreover, observation skills are required to improve analytical ability.	Analytical skills can be improved effectively by becoming alert about the surroundings and participating in activities that improve analytical skills such as debates (Chams and García, 2019).	It can be improved within 8 months through different activities and exercises.

Personal Development Plan

Training and development needs	Priority	Methods for achieving	Target date	Evaluation
Bachelor degree	It is essential to achieve a bachelor degree within a stipulated period in order to become an HR professional (Pham <i>et al.</i> 2019). Further, it is important to focus on the requirements of qualifying for a bachelor's degree.	Covering the syllabus and paying attention in the class would benefit the programs.	8 December 2021	The result of the bachelor exams can be considered for evaluation. Moreover, the result can be effectively utilized as a minimum qualification for becoming an HR manager
Skill addition	Skill addition is important for getting the right job. It is identified that skills are effectively required for fulfilling the responsibilities as well as duties of an HR manager. On the other hand, it is important to observe that certain skills such as communication skills, negotiation skills and technical skills are essential for meeting the objectives of the job of the HR manager.	Various effective steps can be undertaken for improving skills (Yong <i>et al.</i> 2020).	12 January 2022	It can be evaluated that the overall efficiency and can be significantly improved by developing better skills
Training	Training is essential for fulfilling the requirements of an HR professional (Karami <i>et al.</i> 2017). It is important to observe that training is an important part of personal development that helps in improving the overall outcomes	External training can be undertaken for skill improvement as well as personal development	5 November 2021	The impact of training can be observed through effective outcome and achievement success as HR manager

Conclusion

- ▶ **Personal SWOT and PDP plan are essential tools**
- ▶ **Important skills recognized for the job of the HR manager**
- ▶ **Communication skills, negotiation skills, organisational skills**
- ▶ **Identifying the potential of the employees**
- ▶ **Meeting the demands of an organization**



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