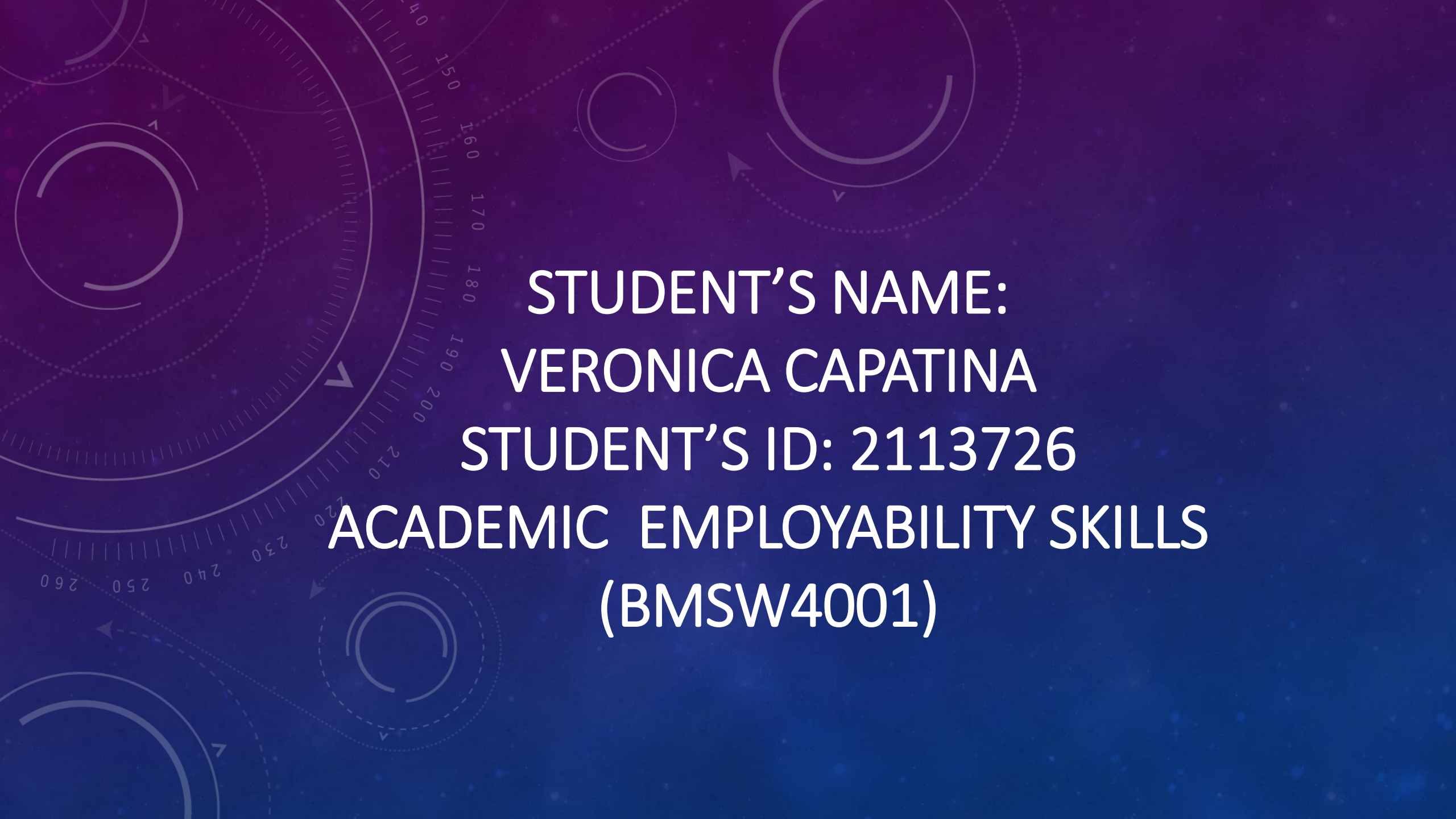




**STUDENT'S NAME:
VERONICA CAPATINA
STUDENT'S ID: 2113726**

**ACADEMIC EMPLOYABILITY SKILLS
(BMSW4001)**

INTRODUCTION

Human resources manager is a persona who oversees the activities of other human or employees of the organization. He performs the duties of recruiting, selecting, onboarding, training, promoting, placing, compensating, firing in an organisation. He acts as the intermediary between the top level management and the general workers.

INTENDED CAREER (HRM)

- Human Resource Manager in completing the assignment.
- Love to work with people and for people
- Like to play with policy making and documentation.
- Like to find the relationship between work environment and human interaction.

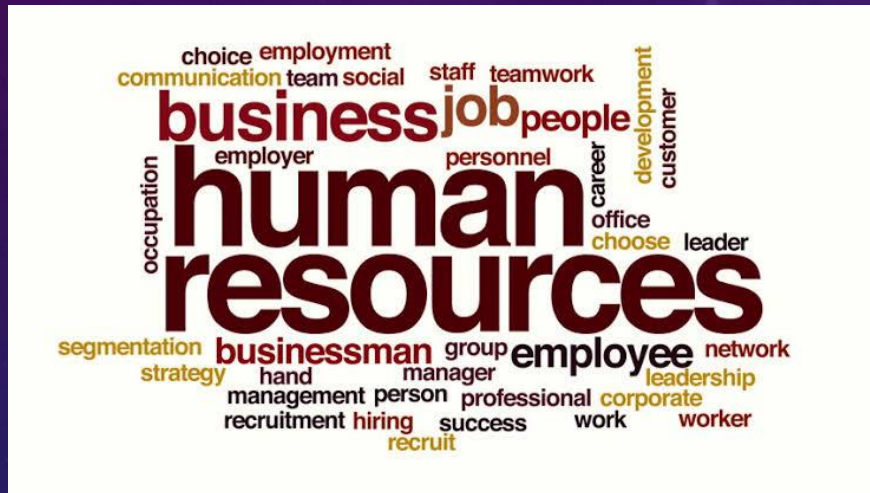


ACTIVITIES OF A HUMAN RESOURCE MANAGER

- Recruitment and retention
- Conditions of employment
- Equality and diversity
- Negotiation with external Work-related agencies(Shalini, 2021).
- Pay and rewards
- Working practices



SPAN OF HRM



- Professional, scientific, and technical services (Wayne, 2016).
- Management of companies and enterprises
- Manufacturing
- Government
- Healthcare and social assistance

CAREER SCOPE OF HRM

- Administrative Services and Facilities Managers
- Compensation and Benefits Managers
- Compensation, Benefits, and Job Analysis Specialists
- Human Resources Specialists Labor Relations Specialists (Robert, 2019).
- Training and Development Managers
- Training and Development Specialists
- Chief human resources officer.



SKILLS REQUIRED



- Communication skills
- Decision-making skills
- Interpersonal skills
- Leadership skills
- Organizational skills
- Training and developmental skills(Amato, 2017)
- Budgeting skills
- Empathetic skills

SWOT ANALYSIS



Strengths

- Communication skills
- Persuasion skills
- Empathetic
- Organizing
- Decision making
- Leadership

Weaknesses

- Technical skills
- Budgeting skills
- Training & Development
- Employment law

SWOT ANALYSIS



Opportunities

- Various fields fo learning
- Online collaboration

Threats

- Lack of job fields
- Competition

SKILLS I HAVE TO DEVELOP

- Documentation skills
- Know how on Contemporary HR tools and techniques
- Basic knowledge on employment laws
- How to make policy
- How to train others



ACTIONS PLANS ON SKILLS DEVELOPMENT

HR Tools and Techniques

- Business journals
- Follow leading firms
- Follow the O*net site regularly

Training and Development

- Attend training sessions
- Read lots of publications

Policy Making

- Read general HR policies
- Government recruitment policies
- Other organisations' policies on various aspects (Loi, 2020).

Budgeting Skill

- Cost accounting
- Financial statement analysis
- Accounting software

CONCLUSION

- Human Resource Department is the most vital department for any organisation.
- No organisation can be led without human power,
- Human capital attains the specific organisational goal.
- Separate specialization is required in an organisation known as Human Resource Management.

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