



Programme: **CertHE Skills for the Workplace**

Module: **Academic And Employability Skills**

Module code: **BMSW4001**

Lecture's name: **Lizeta Demetriou**

Student name : **NATALIA BEJENARI**

Student number: **2125544**

My Personal Development Plan to Become a Human Resources Manager

- My aim is to create a personal development plan that outlines the steps I'll take to reach my career goals in the field of human resources. Ultimately, my personal development plan will help me to achieve my career objectives and move closer to my goal of becoming a successful human resource manager.



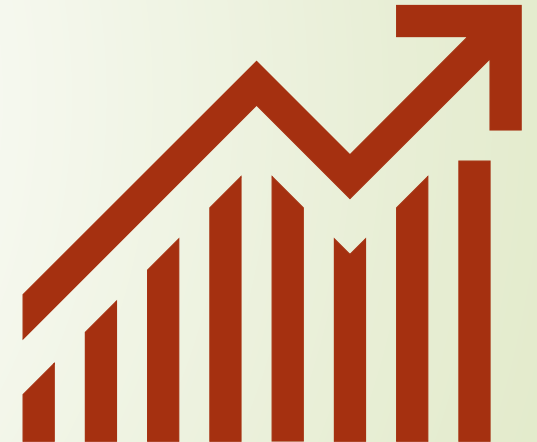


Table of contents

- **Objectives**
- **The skills required for a human resource manager**
- **My Personal SWOT Analysis**
- **Personal Development Plan**
- **Conclusion**
- **References**

Objectives

- Identifying the specific skills and competencies required to become a successful human resource manager
- Completing relevant qualifications or certifications to develop your skills further
- Gaining practical work experience in human resource management
- Setting specific and measurable goals



The skills required for a human resource manager

- Communication: excellent verbal and written communication skills.
- Active listening: able to understand employees' needs and concerns.
- Conflict resolution: able to manage and resolve conflicts to maintain a harmonious workplace environment.
- Analytical skills: they must have excellent analytical skills to interpret data and make informed decisions.
- Time and people management: meeting tight deadlines and managing numerous people.
- Emotional intelligence: understand employees needs and concerns, and work to achieve their aspirations.
- Adaptability: HR managers must be able to adjust quickly and positively to change, whether in the form of new regulations, organizational shifts, or company culture.
- Recruitment: To be able to identify the best fit candidates for the organization, to effectively hire top talent.



My Personal SWOT Analysis

-Strong interpersonal skills: I have a natural ability to connect with others, and I am comfortable in social situations.

-Critical thinking: I am good at analysing information and drawing logical conclusions.

-Organizational skills: I am excellent at planning, prioritizing, and managing my time effectively.

-Good communication: I possess great verbal and written communication skills.

S W
O T

- Limited experience: As a student, I have no professional experience in HR management.

- Technical skills: I may lack some technical skills required in the profession, such as using complex HR software.

- Lack of confident decision-making: I may find it challenging to make tough decisions, especially in high-pressure situations.

-Internships: I can seek internships in organizations to gain practical experience while still in college.

-Networking: I can network with industry professionals and learn from their perspectives, knowledge, and experience.

-Professional development: I can participate in industry-related seminars, workshops, and conferences to increase my knowledge about the profession.

-Competition: HR management is a highly competitive field, and the competition for jobs can be intense.

-Changing legislation: Employment laws and regulatory requirements can change, which affects HR practices, so I need to stay up to date with the latest laws.

Personal Development Plan



In the short term (0-1 year):

- Gain practical experience: Seek internships or part-time jobs in HR or related fields to gain practical experience in the profession.
- Develop my technical skills: Take online courses or attend workshops to gain technical skills, such as using HR software.
- To improve my decision-making process: To take advantage of opportunities to make decisions (even minor ones) in social, academic or professional life to strengthen my confidence.

In the long term (3-5 years):

- To establish a career path: To identify which areas of human resources I excel in and would like to pursue, such as talent acquisition, employee engagement or human resources analysis.
- Obtain HR certification: Obtain certification from a recognized HR professional organization, such as the Society for Human Resource Management (SHRM) or the HR Certification Institute (HRCI).
- To pursue higher education: I will consider obtaining an advanced degree in HR, business administration or a complementary field.

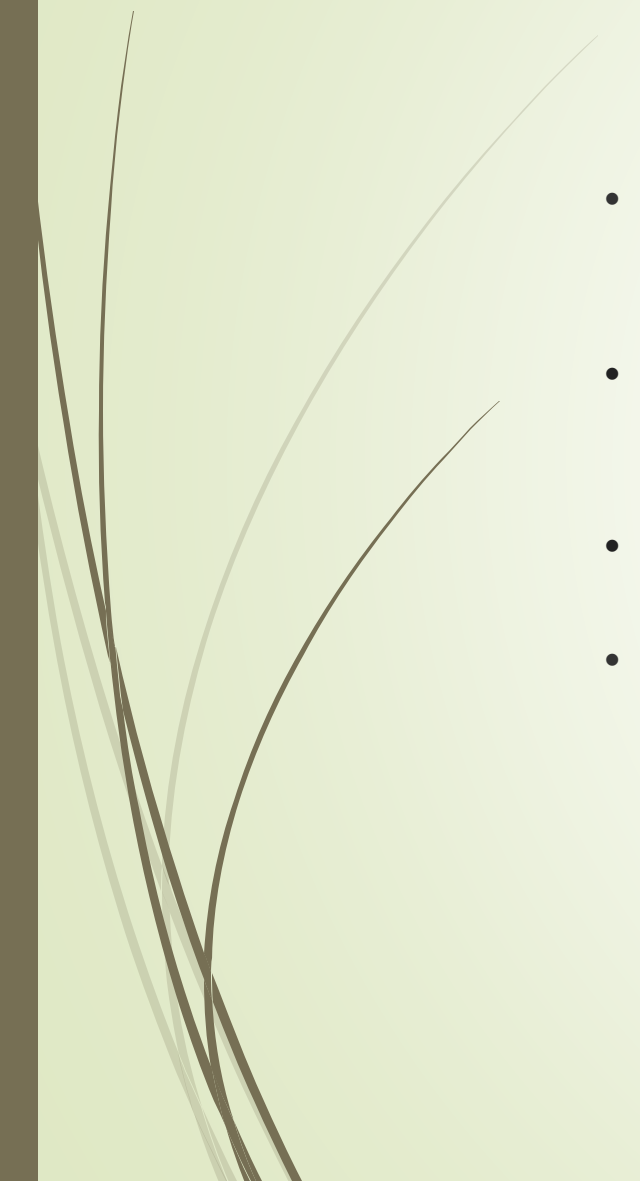
Conclusion

➤ The key points to take away from the presentation are that becoming a successful human resource manager requires a well-planned personal development plan that includes skill development, education, networking, and practical experience. It also requires a motivated attitude, commitment to continuous learning, and adaptability to changing trends in the field of human resources. By following a personal development plan, reaching the goal of becoming a human resource manager is attainable and can lead to a fulfilling and rewarding career.





References



- Cottrell. (2019). *The study skills handbook* (Fifth edition., p. 1 online resource (vii, 432 pages) :). Red Globe Press.
- Bernardin, H. J., & Russell, J. E. (2006). *Human resource management* (p. 736). New York: Tata McGraw-Hill.
- Sarsby, A. (2016). *SWOT analysis*. Lulu.com.
- Bradbury. (2006). *Successful presentation skills* . Kogan Page. <https://www-proquest-com.ezproxy.uwtsd.ac.uk/publication/105877?accountid=130472&OpenUrlRefId=info:xri/sid:primo>