



Module: Academic and Employability Skills

Module code: BMSW4001

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Slide 1: 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.

Speakers Note: The existence of appropriate skills helps an individual to perform better in their chosen career and achieve greater growth opportunities. The study will elaborately discuss the various skills that are required in the field of Human Resource Management HRM. It will also shed light on the skill set that can be developed which will act as an added benefit in the chosen career.

Slide 2: 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).

Speakers Note: The field of Human Resource Management aims to provide efficient management of the employees that work for an organisation to help the business gain a competitive edge in the industrial scenario. The position has been specially designed to constantly increase overall employee performance that will help the firm achieve its goals and objectives. Human resource managers primarily carry out their duties by focusing on and formulating various policies and regulations that are required to be followed by each working member of the company.

Slide 3: 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** takes place in all the departments.

Speakers Note: The most important duty performed by an HR manager is to recruit and interview individuals and check whether their qualifications match up with the job description. Hence, in this way, they can fill the vacant positions in the company. They are also responsible to keep a close check on the daily activities that are taking place in the several functioning departments included in the firm.

Slide 4: 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).

Speakers Note: As the workforce in many companies has become largely diverse, therefore, it is extremely important to promote cultural ethics to maintain a positive work environment in the firm. This falls under the duty list of the HR manager who makes sure that each employee is getting fair treatment at that workplace. They also constantly keep searching for appropriate incentive programs that will allow them to attract as well as retain talented employees in the company.

Slide 5: Discussion of existing skills

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

Strengths	Weaknesses
• 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

Speakers Note: Since an HR manager must constantly communicate with both experienced and new employees, having great communication skills would enable me to carry out my responsibilities effectively. I will be able to analyse any problems that the staff might encounter in carrying out their daily activities using my strong analytical skills, and I will then use my problem-solving abilities to come up with creative solutions. I am highly skilled with the Microsoft Office suite programmes, therefore I will be able to keep thorough records of all the tasks that I am assigned. I do, however, find it challenging to do my assignments by the deadline because I am unable to manage my time well. In addition, I struggle to comprehend the differing degrees of importance of various jobs or even to prioritise them by their value, which frequently leaves me perplexed.

Slide 6: Discussion of existing skills (continued)

Opportunities	Threats
• Exercising time management. • Recognising the value of certain jobs and carrying them out appropriately. • Strengthening my interpersonal and	• Ineffective time management can leave a bad impression, asserts Leary, (2019). • Possibly will be unable to get a

negotiating abilities.	promotion as a result of the incapacity to set priorities
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Speakers Note: By adhering to a rigid schedule and making an effort to finish my tasks by the deadline, I do have the chance to improve my time management abilities. But I worry that my inability to manage my time well would reflect poorly on me at my workplace. Working on it is also an opportunity for me to seize, as my inability to recognise priorities might not get me any benefits from the organisation. In addition, by polishing my negotiating skills, I will be able to improve upon my current analytical and problem-solving abilities.

Slide 7: 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), guiding on personnel matters to the staff, line managers, and senior management

Speakers Note: The administrative responsibilities of an HR professional have always been an essential component of their position, even with the development of digital HR systems that have automated most operations. It will allow me to efficiently monitor the flow of workers entering and leaving the workplace while also keeping track of their leave and absence histories. Therefore, by developing my expertise as an administrative professional, I will be able to carefully assess and learn about each employee's talents, which is highly vital to bear in mind while implementing various incentive programmes. Working on the role of an advisor to provide useful advice and subsequently establish me as a reliable advisor is crucially significant because both line and senior managers partially rely on an HR manager to be aware of the type of performance that is displayed by employees of various departments. So developing this talent will be very helpful for my growth within my chosen field.

Slide 8: 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.

Speakers Note: The ability to use a range of tools and systems proficiently will help me fulfil my job more effectively and productively as an HR professional. This comes from having a good command of technology. Therefore, knowing the human resource information system

will be extremely necessary, especially after the covid-19 pandemic after which most organisations have shifted to either remote or hybrid working systems. Just knowing the HRIS will not be sufficient, I also have to start working on my reporting skills which will enable me to read and understand the reports that I will gather from the information system. Interpreting them properly and reporting the key points of concern to the core management will be a highly necessary task within my profession.

Slide 9: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

Speakers Note: Being an administrative expert and advisor are two talents that are incredibly important in the field of human resource management. It will make it possible for me to quickly adopt a strategic mindset, which will further enable me to assist in the development of numerous policies and practices that are essential to the duties of HR. The abilities will also allow me to comprehend the strategic aim and afterwards translate them into an execution plan that will be pertinent to the organisational goals as well as the many tasks carried out in the various departments of the business.

Slide 10: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

Speakers Note: Strengthening my technological skills and working on my reporting skills, will allow me to gain several benefits. For example, I will be able to evaluate important data and turn them into compelling messages which can later be utilised to explain to the core management about the emergency of any particular issue. In this way, I will be able to bring the attention of the senior management to various problems that the employees might be facing daily which will further result in the improvement of the employee retention rate of the company.

Slide 11: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.

Speakers Note: The **Strategic contingency theory** holds that an organisation can only be effective when the tasks done by the HR managers are compatible with the demands of the firm's external environment. It is based on both external and internal fit, with the former referring to the organization's strategies and the latter to the different practises that must collaborate to get the intended result. This demonstrates that HR managers can only establish a proper balance throughout the organisation when they can perform their jobs properly. By employing the contingency theory, organisations can encourage employee behaviour that best supports their plan and develop HR strategies for employee motivation, which will further affect the employees' behaviour.

Slide 12: 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.

Speakers Note: It can be concluded that the work of human resource managers can be performed even better by acquiring the necessary skills. Achieving significant potential for growth in the field of human resources also requires enhancing already-existing abilities like communication and problem-solving skills as well as improving shortcomings like poor time management.

Slide 13: References

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ACADEMIC AND EMPLOYABILITY SKILLS

Introduction

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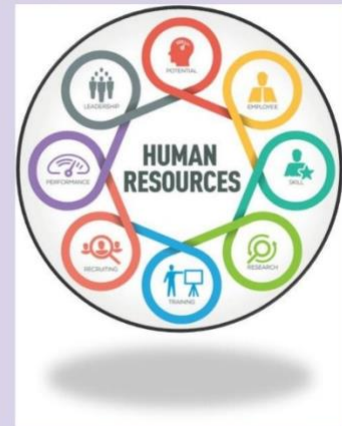
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Duties required to be carried on (continued)

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Conclusion

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