

Academic and Employability Skills

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Introduction

- For a brighter future, students must develop academic and employment abilities (Cottrell, 2015).
- This presentation includes a variety of discussions regarding academic and employability abilities, with the primary focus on the planned career.
- My professional choice was based on a thorough examination of my capabilities, shortcomings, possibilities, and dangers.
- I also utilised time management skills and a personal development plan in this presentation to help me achieve my dream job.

Intended Career

- Every student declares their desired job from the start of their academic career.
- In addition, I have decided on my desired career path, which is to work as a Human Resource Manager or HR Manager.
- An HR manager is someone who is in charge of an organization's recruiting, selection, training, and performance management or evaluation, among other things (Ivancevich and Konopaske, 2013).

Necessary Skills for the Job

The skills for being a HR manager is provided below:

- Multi-tasking
- Communication
- Training and developmental
- Organisational Skills
- Recruitment and hiring Skill
- Decision-making etc. (Kopeć, 2019)

My Skills

Below are my talents as well as the skills I need to build in order to be an HR manager:

- **Multi-tasking Skills:** An HR manager must be able to manage many parts of an organisation at the same time, which is known as multi-tasking. This ability is required for becoming an HR manager (Kiambati and Itunga, 2015). I've been practising multitasking since I was a youngster, which will aid me in my career as an HR manager.
- **Communication Skills:** Communication skills are necessary for becoming an HR manager because the HR manager's work requires them to communicate with personnel from various departments as well as external parties. In addition, I am an excellent communicator.

My Skills (Contd.)

- **Training and Developmental Skills:** HR managers oversee and organise training and development programmes, which is why this talent is necessary for HR managers (Pinsker, 2010). This is a talent that I need to improve.
- **Organizational Skills:** Being able to organise is a prerequisite if you want to work as an HR manager in a company (Kiambati and Itunga, 2015). This skill is vital for HR managers who must organise various sorts of paperwork, recruits, and trainers, among other things, and I have appropriately developed it.

My Skills (Contd.)

- **Recruitment and hiring skills:** Are one of an HR manager's main responsibilities, and a company's performance is dependent on how well it recruits and hires (Pinsker, 2010). As a result, the HR manager need improved recruiting and hiring skills, which I must acquire as quickly as feasible.
- **Decision-making Skills:** HR managers must make a variety of crucial choices inside the organisation, including recruiting, hiring, training, and performance review (Kope, 2019). Better HR decision-making may result in better outcomes for the company, and I've had exceptional decision-making skills since I was a skill.

SWOT Analysis

Strengths

- Great multi-tasking and communication skills
- Better organising and decision-making skills

Weaknesses

- Weak training and developmental skills
- Lack of recruitment and hiring Skill

Opportunities

- Have prime skills for being an HR manager
- Attended in training programs for making myself fit

Threats

- Pressure of academic learnings
- Highly competitive globalised marketplace and workplace

Time Management Tools

- Individuals utilise time management tools to efficiently manage their time and complete all assignments on time (Williams and Reid, 2011).
- In my instance, I use 'Trello,' a famous time management app.
- Trello is a well-known time and project management application that helps students organise everything in one place and create short and long-term goals within a predetermined time frame. I keep track of my development and time management with this tool.

Personal Development Plan

Specified Goals	Accomplishing Methods	Measuring Process	Target Duration
Training and Developmental Skills	Attending programs for developing that skills	Comparing with the given standards	Within 8 months
Recruitment and Hiring Skills	Joining courses on recruitment and hiring skill development	Attending mock test for the measurement	Within 10 months

Conclusion

- Following the presentation, it is evident that in order to obtain the desired job, one must adequately prepare himself.
- SWOT analysis may be used to comprehend the current condition, and time management tools can be utilised to appropriately manage time.
- Because I want to be an HR manager, I need to make myself suitable for the position, and I need to start preparing now.

Reference List

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