

Name of the Student: Kolawole Kehinde Pius

Student Id: 2017909

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Lecturer name: Afzal Munna

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Introduction

The current personal report will focus on the employee's knowledge and skills for the improvement of HR performance activities. The HR authority takes the responsibility to identify the organisational conflicts for the improvement of the organisation's performance. In addition to this, this report will use Gibbs reflective cycle for self-realization on this topic. Apart from this, the construction of a personal development plan is essential for improving employability skills as a successful HR assistant in the organisation. This report will focus on the recruitment and selection process to reach a conclusion.

Application of Gibb's Cycle

Implementation of the Gibbs reflective cycle is essential to encourage people to think in a systematic way. This reflective cycle is based upon a few important stages, these stages will be discussed in the following section.

The first stage is the description. According to this model, as a responsible HR assistant, I am accountable to focus on the recruitment and selection process for improving employees' skills and increasing the organisation's productivity rate. Adoption of a disciplinary approach helps to improve employees' earning skills. Moreover, I am responsible for building a team with efficient

team members in the workplace. Moreover, as an HR manager focusing on the organisation's legal requirements is essential for developing a successful work culture in the organisation.

The second state of this reflective model has been identified as feelings. As per my realisation, I have the capability to construct an effective relationship with the team members for improving their performance activities. I felt making collaboration and arrangement of training sessions is essential to enhance employees' learning skills in the organisation. As per my opinion, all my team members are quite motivated to take risks in any critical situation.

The third stage of the Gibbs reflective cycle is evaluation. As per my observation, the arrangement of training sessions and increasing collaboration among the team members helped to improve my performance skills as a successful HR assistant. Moreover, getting feedback from the organisational employees helped to increase competencies among team members. Other people have contributed their skills and time to cooperate with other employees. Increasing collaboration among the team members helped to improve job satisfaction for the maintenance of employees' productivity.

The fourth stage is the analysis of personal activities and experiences for improving employees' performances for employee's retention in the organisation. According to Azmi et al. (2018), identification of the positive and negative things is important to make changes to the employability skills for becoming a successful HR assistant. I have realized that I need to work on my communication skills and decision-making skills. Due to poor communication skills, I failed to understand the employee's perception of my job skills. In addition to this, I took extra time to make vital decisions in organisational conflicts.

The fifth stage is the conclusion. According to this model, I have realized that my positive skills, such as team leading skills, employee's encouragement skills and problem-solving skills helped to take vital decisions for improving the organisation's performances.

The last stage is developing an action plan to focus on the negative employability skills. As per my realisation, the development of long term and short-term goals is essential for increasing the employee's engagement for ensuring the organisation's value.

Employee's skills and knowledge towards working effectively

HR authorities are accountable to manage employees' performances or increasing employee's retention in the organisation. According to Scott et al. (2019), profound knowledge of management, administration, communication and language is essential for improving an organisation's value. In addition to these, focusing on servicing knowledge, individual psychology and organisations and government policies, such as Employability laws are essential for improving employability skills in the organisation. This section will focus on the effective HR skills and knowledge for personal development and competencies among employees.

- Employee's relation

As a responsible HR assistant, I think the development of employer and employee relations helps to get support and connection among the organisational employees. According to Lisá, Hannelová& Newman (2019), the development of cross-cultural environments and satisfying working environments is essential for improving employee's relations in the workplace.

- Human resource Information Software (HRIS)

The HR authority must have enough knowledge of HR or HR software. This kind of technological innovation is required to reduce work pressure on the organisational employees. Moreover, it is significant for increasing professionalism among organisational employees.

- Collaboration and teamwork

HR authority is accountable for creating the best workplace in the organisation. According to Lisá, Hannelová& Newman (2019), organisational productivity or organisational growth is dependent on collaborative team members to meet organisational values. AS per my observation, the development of long term and short team goals is essential to improve an organisation's performance.

- Performance management

The HR authority takes the responsibility to involve efficient employees for the improvement of the organisation's performance. According to Connelly et al. (2019), team performances are essential to meet the organisation's goals. As an HR authority, the development of strong communication is essential for the maintenance of the organisation's proactivity. Improvement of employees' listening skills is essential for improving the organisation's performance.

- Project management

The HR authority must have enough project management skills for the improvement of the organisation's value. According to Fahimirad et al. (2019), involvement of efficient team members, evaluation of decision-making skills and problem-solving skills are significant for improving business performances. Maintenance of work ethics is essential for managing organisational activities. These kinds of activities are important for the improvement of HR skills and knowledge.

Apart from these, worker's compensation is equally important for resolving all challenging situations. In case of organisational injuries or illness, it is essential for developing an action plan or compensation to the employees for improving the organisation's performances. Focusing on the employee's knowledge and skills are essential for promoting the organisation's productivity.

Establishment of employee's goal

HR has been identified as one of the most important components for the establishment of a solid business model. As a responsible HR assistant , the implementation of an effective recruitment and selection process is essential for recruiting efficient employees in the organisation. Besides this, it is beneficial to arrange training and coaching sessions for the employees for managing organisational performances. According to Osmani et al. (2019), training and development are essential for boosting employees' morale and productivity for increasing the organisation's value. The establishment of employees' goals is essential for the development of team-building strategies for the management of work pressure in the organisation.

In addition to this, the development of specific management policies is essential for upgrading employees' activities. In addition to this, the HR authority is intended to motivate employees in the organisation. Providing an incentive offer or promotion letter to the employee is essential for

managing employee's performance activities. Focusing on these factors is significant for the fulfilment of the organisation's value.

Construction of Personal Development plan

Personal development has been identified as one of the fundamental elements of an individual that can assist the individual to improve his managerial skills. In the context of the workplace, personal development plays an essential role for improving the efficiency level of the employees. As per the words of Lejeune et al. (2021), HR of an organization is responsible for supporting the employees to detect their potentiality and weakness for implementing an effective PDP. On the other hand, the term of PDP is to outline the goals of an individual and based on the goals it assists an individual to improve their area of weakness. Apart from that, it can also assist an individual to represent the strength of an individual. However, in order to incept an effective personal development plan an individual needs to follow 5 steps of PDP. The steps regarding the inception of an effective personal development plan has been stated below:

Step 1: Setting up the goal

Detecting and implementing the goals can assist an individual to identify the requirements that will be required in order to execute the goal in a more credible manner. However, once the goal has been implemented an individual needs to prioritize the short term goals, since through addressing the short term goals an individual can easily execute the long term goals.

Step 2: Setting up the deadline

Once the short term and long term goals have been detected as achievable goals, an individual needs to impose the deadline for executing the goal. As a result, it will assist the individual to understand the timeframe of each of the goals in a succinct manner.

Step 3: Identifying the threats and opportunities of the goals

After setting up the timeframe of the goal an individual needs to detect both the positive and negative factors of the goals that will assist the individual to easily understand the way the goal can provide benefits to him.

Step 4: Personal development

Once the benefits and burdens of the goal have been identified an individual needs to develop his personal skills for improving the execution phase of the goal in a more credible manner. As per the words of Minhas et al. (2020), through the inception of personal development an individual can easily improve his/her decision making capability that can guide the individual to address the negative factors in the execution phase of a goal. Hence, it can be noted that personal development is the most vulnerable aspect for creating an effective personal development plan.

Step 5: Measuring the execution phase of the goals

Once each of the steps has been executed an individual needs to measure his performance and contribution towards the development of the goal. As a result, it will assist the individual to easily understand the way the goal has assisted him to improve his personal capability.

Recruitment and selection

HR plays an important role in performing the process of selection and requirement in order to assist the organization to execute its long term goals. As per the words of Herschberg et al. (2018), the term of requirement refers to attracting the skilled and qualified individuals for a specific job role. On the other hand, selection is a process that can assist a HRM expert to detect and select the appropriate candidates based on the requirement of the company. In addition to that, selection is cost effective whereas the inclusion of requirements may increase the operational cost of an organization. Presently, due to the competitiveness among the worldwide marketplace numerous companies are utilizing the selection method to increase the evolution phase of the company.

Moreover, within an organizational workplace each of the employees plays a specific role in order to assist the growth of the company. Therefore, it can be anticipated that the selection of appropriate individuals based on the achievable goals of the company is an essential factor that needs to be taken into account by the HRM of the company. In accordance with the statement Hamza et al. (2021), the selection or requirement of a negative employee can impose a massive impact on the performance of the company that may hinder the evolution phase of the company. Hence, in this regard, organizations commonly utilize the process of requirement in order to attract the sufficient employees towards the company. However, once the requirement of the skilled employees has been addressed, the HR of an organization is required to select the potential candidates from the employees that have come through the requirement.

Apart from that, the selection phase also assists the HRM of an organization to improve the operational performance of an organization through the implementation of skilled employees. Hence, it can be noted that requirement and selection both are the fundamental aspect of an organization that can impose a massive impact towards the performance of the company.

Age range	High points	Low points

Conclusion

HR departments are responsible for managing employee performance and boosting staff retention in the company. Improving company performance requires the involvement of effective team members, appraisal of decision-making abilities, and problem-solving skills. Work ethics must be upheld to effectively manage organisational operations are the fundamental obligations of a HR expert. In addition, the report has also illustrated the importance of personal development plans and selection and requirement within an organization for enhancing the transparency of the company.

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