

Academic and Employability Skills

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Human Resource Manager

Introduction

This presentation will focus on my career choice and my academic and employable skills will also be discussed.

My career choice is to become a human resource manager in a multinational company.

This presentation will focus on my skills through a personal SWOT analysis.

The presentation will also discuss the importance of time management.

The self-analysis will help me to establish a personal development plan which will be beneficial for my career.

Career choice



My career goal is to become a successful Human Resource Manager in a multinational company.



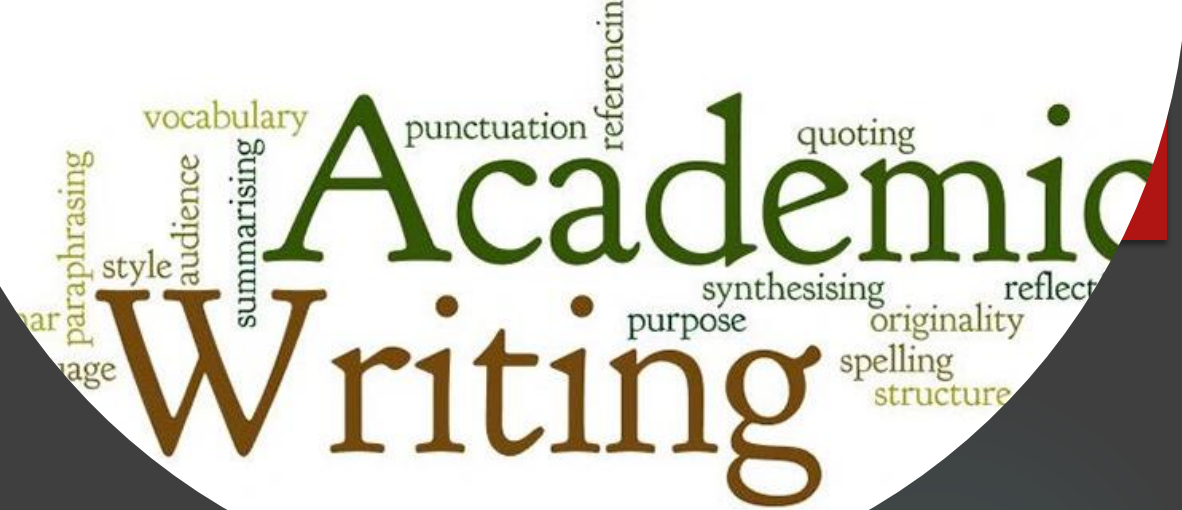
To secure a job and do it properly I need to upgrade my employability skills.



My academic skills needed to be polished to understand the depth of my job.

Academic skills

- Academic skill means the study strategies and talents which help a student in their study.
- My academic skills are academic writing and referencing.



Employability skills

- Employability skills are transferable and highly desirable skills that can make an employee or candidate attractive.
- My employability skills are time management and team management.



Personal SWOT Analysis

Strength- My strengths are academic writing, time management and team management.

Weakness- My weaknesses are presentation and public speaking.

Opportunities- Opportunities of human resource management is high employment and a good salary structure.

Threats- The threats of human resource management is employment-related lawsuit and liability of employee benefits.



Time management

Time management is one of the most important factors of learning strategies (Agadzhanova, 2019).



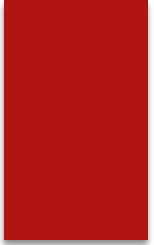
An HR Manager must be aware of time management.



I have learned about Pomodoro Techniques and The ABC technique of time management during my academic learning.



I have focused to build up my time management skill to have an impact on my professional career.



Skills to develop	Rationale	Process	Time
Academic writing	An HR Manager requires good writing skills for paperwork	Researching journals, academic books and taking classes from the tutors.	12 months
Referencing	An HR Manager has to take care of the authenticity of work.	Learning references from the online library and tutorials in moodle.	12 months
Public speaking and presentation	An HR Manager must communicate well with all the other members of an organisation.	Engaging in group activities, projects and discussions.	8 months
Team management	An HR manager must have the skills of managing the employees in the organisation.	Working on different projects with different groups.	18 months

Personal Development Plan

Conclusion

This presentation has been dealt with my career choice and my academic and employability skills.

My career choice is to become a human resource manager in a multinational company has been discussed in this presentation.

The presentation has been focused on my skills through personal SWOT analysis.

The importance of time management has also been explored in the presentation.

The personal development plan has been established through self-analysis in this presentation.

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