

Academic And Employability Skills (BMSW4001_LON)

- Analysis Of Academic And Employability Skills of an intended career as HR Manager
- (Lecturer- Joanna Walsh)
- Daniel Genev
- Student number- 2030037

Career as a HR Manager

Using SWOT, PDP and Time
Management tools



SWOT Analysis

- What is SWOT ?
- SWOT analysis of HR manager



SWOT Analysis of HR Manager

- **STRENGTHS**

- Graduate in Business Management
- Strong social and communication skills
- Excellent negotiation skills
- Able to work under stress circumstances
- Punctual and having good time management skills.

- **WEAKNESS**

- Inexperience
- Workaholic
- Hesitant while asking questions
- Uncomfortable in long meetings

Continued ...

- **OPPORTUNITIES**

- Opportunity to learn from new job and responsibilities
- Better career options
- Can learn corporate and business ethics
- Have fresh and innovative ideas

- **THREATS**

- Many other competitors having same qualification and more experience
- Job insecurity

PDP OF HR Manager

What I Want to Learn	How Will I Achieve it?	Resources I Need	My Success Criteria	Target Dates For Completion
Business/HR Planning Aligning HR plans with business objectives	I will be in contact with the Technology Business Manager and learn from their experience about creating strategic and operational plans for the upcoming year.	I will ask the Technology Business Planning Manager to be open while sharing their experiences. I will also try to get the copy of the HR Business Plan of the upcoming year.	I will try to write the summary and main points of all the meetings as it could be very much helpful. I will use my feedback that I will get from my manager and customers for positive outcomes	December 2021

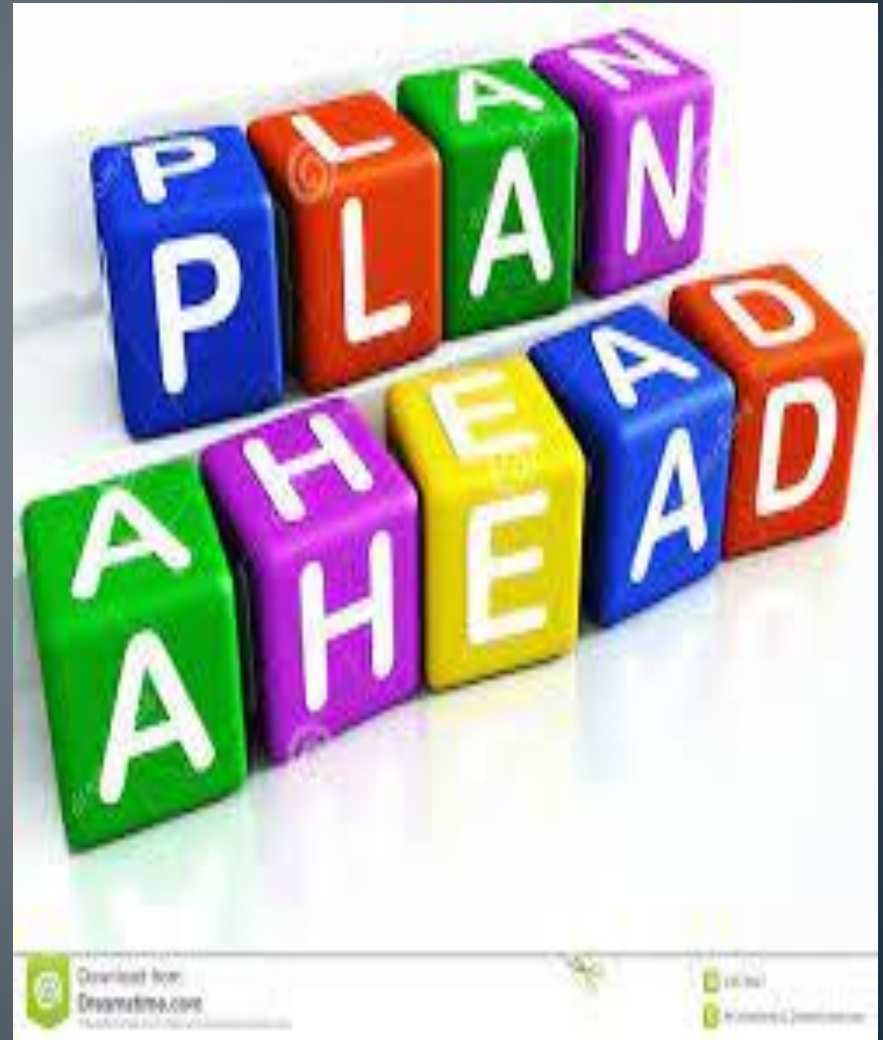
Time Management

- + What is time management?
- + How does it apply to HR Manager
- **Plan Ahead of Time**
- **Know What to Prioritize**
- **Time-Block Schedule**
- **Be Creative**



Time Management Skills for HR Manager

- Plan Ahead of Time
- Know What to Prioritize



Continued ...

- Time-Block Schedule

- Be Creative

today's plan DATE: _____

	:00	:30	
5 AM			1.
6 AM			2.
7 AM			3.
8 AM			4.
9 AM			5.
10 AM			
11 AM			☐
12 AM			☐
1 PM			☐
2 PM			☐
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7 PM			☐
8 PM			

making LEMONADE

NOTES

BREAKFAST ☐

AM SNACK ☐

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