



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

BMSW4001

Academic and Employability Skills

Student's Name: Ioana Florina Istrate

Student's ID: 2119831

Lecturer's Name: Joanna Walsh

What does a Human Resource manager do?

- Have a Higher Education degree
- Recruit talents
- Provide training and development
- Governance for the HR Team



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

What skills should a HR Manager have?



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Be a good
communicator

Be able to lead

Have technical skills

Being able to organize

(Fechter, 2021)

What skills should a HR Manager have?



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Develop strategies

Coaching

Proactivity

(van Vulpen, 2021)

Personal SWOT Analysis



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Strengths

Previous Experience
Good communication skills
A good leader

Weaknesses

Afraid to take responsibility of a situation
Not able to delegate tasks

Opportunities

Training sessions
Participating at HR related conferences
Spend time close to a HR manager in
order to learn new techniques

Threats

Well-skilled job mates



Personal Development Plan

Area of Development	Date of start	Finish Date	Action Taken	Progress
Time-management Skills	1 st of December 2022	30 th of January 2022	Course/ Following a personal plan	I have already started to follow a daily plan and stick with the written tasks in order to accomplish all my daily basis targets. During the course I have learnt about some applications that are helping me to track the tasks and maintain a good work-life balance also. There are already showing up positive results in matter of being able to better organize my time and have the right amount of time for hobbies and spending quality time with my family.
Delegating Tasks	1 st of February 2022	30 th of February 2022	Training sessions every week	As practicing delegating tasks I have observed improvements in matter of taking risks and being able to easily find what type of tasks fits every of the team mates.
Organizing skills	1 st of March 2022	3 th of April 2022	Training/ Spending time with the HR Manager in order to learn	As attending training sessions, I am already able to prioritize tasks and get done everything I need to. I already increased my efficiency at work and received a promotion

References



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

1. Fechter J., (2021), *5 Essential HR Manager Skills in 2022*, Published n December 22nd 2021, Accessed on March 17th 2022.
2. Mind Tools, (2020), *Personal SWOT Analysis*, Accessed on March 17th 2022.
3. Van Vulpen E., (2021), *18 HR Skills Every HR Generalist Needs*, Accessed on March 17th 2022