
WELCOME TO THE PRESENTATION ON “MY INTENDED CAREER”

BMSW400 I

**Alexandra Lavinia Ilie-2022000
Group-6**

Lecturer: Peter Allen

INTRODUCTION

- The presentation will highlight the following.
 - Overview of my intended career
 - Required knowledge and skill for the career
 - Assessment of my current level of academic and employability skill through SWOT analysis
 - Personal development plan

MY INTENDED CAREER

- The growth of civilisation and the emergence of globalisation has increased the demand for skilled and competent employees (Stair and Stair, 2016).
- Getting Intended Career requires high preparation (Schaefer and Long, 2015).
- **Intended career plan:** HR assistant in a reputed multinational company.
- Human resource management (HRM) is a crucial part of an organisation.
- Involved with managing the human resources to meet the objectives of the organisation (Heathfield, 2020).
- The demand for skilled HR professionals is very high in today's context.
- In future, I wish to form up an HR consultancy firm.

REQUIRED KNOWLEDGE AND SKILLS

- For the position of HR assistant, the following knowledge and skills are required (Heathfield, 2020).

- | | |
|--|--|
| <ul style="list-style-type: none">• Recruiting and staffing logistics• Performance management and improvement tracking systems• Employee orientation, development, and training logistics and recordkeeping (Heathfield, 2020).• Managing employee relations• Communication between the company and employees• Compensation and benefits administration and recordkeeping (Threedy and Miller, 2017). | <ul style="list-style-type: none">• Employee safety, welfare, wellness, and health reporting• HR filing system• Strong interpersonal skills (communication skill, presentation skill and so on) (Heathfield, 2020).• Interactive management and leadership skill• Decision making and problem-solving skill• Strong ICT skill |
|--|--|

PERSONAL SKILL AUDIT (SWOT ANALYSIS)

Strengths	Weaknesses
• Good interpersonal skill • Good at time management • Strong analytical skill. • Good at skill using ICT tools including MS Word, MS Excel, MS PowerPoint.	• Lack of critical thinking skill • Lack of problem-solving skill • Weak in conducting researches
Opportunities	Threats
• Increasing demand for HR professionals (Stair and Stair, 2016). • Integrated career development opportunities (Flavin, 2018)	• HR profession is highly competitive (Heathfield, 2020). • Enriched skill set required (Flavin, 2018)

PERSONAL DEVELOPMENT PLAN (PDP)

Skill	Development objectives	Development process	Timeline
Critical thinking skill	To enhance knowledge and skill regarding thinking critically to assess different aspects from different perspectives and apply my knowledge in different practical scenarios.	I will join training sessions, seminars, lectures in academic and professional institutions. Also, I will study by myself using secondary resources to enhance my knowledge and skill.	6 months
Problem-solving skill	To enhance my knowledge and skill regarding identifying and solving problems.	I will focus on developing this skill through experience from my academic and professional experience. Also, I will attend a training and development program.	6 months
Research skill	To undertake researches using appropriate research methods and framework and accomplish them by achieving specific research objectives.	I will undertake academic courses on research skill development and design a self-study program to develop this skill.	6 months

CONCLUSION

- Desired professional career requires specific profession-oriented knowledge and a variety of skills (Denicolo and Reeves, 2014).
- Huge opportunities in the HR profession along with certain threats or risk factors as well (flavin, 2018).
- I must concentrate on:
 - Attaining better academic outcome
 - developing my academic and professional skill

REFERENCE

Denicolo, P. and Reeves, J., 2014. *Developing transferable skills*. Los Angeles: Sage.

Flavin, B., 2018. *9 Top Human Resources Job Skills Employers Are Seeking*. [online] Rasmussen.edu. Available at: <<https://www.rasmussen.edu/degrees/business/blog/human-resources-job-skills-employers-want-to-see/>> [Accessed 7 April 2021].

Heathfield, S., 2020. *How to Begin Your Career in Human Resources*. [online] The Balance Careers. Available at: <<https://www.thebalancecareers.com/so-you-think-you-want-a-career-in-human-resources-1918365>> [Accessed 7 April 2021].

Heathfield, S., 2020. *HR Assistant Job Description: Salary, Skills, & More*. [online] The Balance Careers. Available at: <<https://www.thebalancecareers.com/sample-human-resources-assistant-job-description-1918535>> [Accessed 7 April 2021].

Schaefer, P. and Long, A., 2015 *Developing professional skills*. Sage.

Stair, L. and Stair, L., 2016. *Careers in business*. New York: McGraw-Hill.

Threedy, D. and Miller, A., 2017. *Developing professional skills*. Pearson.