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Executive Summary

The purpose of the study is to recognize the abilities and information required for productive work. The portfolio also has highlighted the process of preparation for employment and personal success via knowledge of one's strengths and potential growth areas.

Table of Contents

Introduction	4
Personal development plan.....	4
Skills required to be an HRM.....	5
Evaluating personal skills in comparison to skills required to be a Human Resource Management.....	6
Reflection on the module concepts	7
Important Skills and knowledge to work effectively	7
Readiness for employability	8
Personal Advancement	8
Knowledge about employment goals and personal development plan.....	9
Conclusion	9
Reference list.....	10

Introduction

The aim of the following portfolio is to discuss the professional and career development of an individual. Understanding the skills and knowledge is important for a student and employee to work effectively. A clear understanding of skills can help an individual also enables him/her to showcase himself/herself more effectively to an employer. Readiness for employability refers that an individual need to possess the important skills needed to be qualified for a specific job. Students are needed to be prepared for their workplace by developing various skills and improving the skills the researcher already has. The first section of the portfolio will contain a personal development plan to audit skills and competencies. Furthermore, the portfolio will also highlight the required skills for a specific career along with the evaluation of an individual's skills in comparison to the career. Assessment and reflection on the concepts an individual have learned from a module will be discussed.

Personal development plan

Development of skills	Importance	Techniques to improve skills	Time frame
Time management skills	I can make actual advancement at work if I am in better control of my time (Hailikari, & Asikainen, 2021).	• I have started making a priority list instead of a to do list • I have improved my focusing power to avoid distractions. • I have also started time management applications. • I have started making a day to day plan to organise my day.	3 months

Referencing skills	Proper referencing removes any chances of plagiarism.	• I will practice listing my references. • I will write my references manually. • I will practice to be consistent with a format. • I will proofread my reference list.	4 months
Negotiation skills	This skill will help me to resolve conflicts, reach agreements, get along better with the employees, and be more successful on the job(Wamsler et al., 2020).	• I will learn to be prepared by understanding the situation completely. • I will practice to consider alternatives. • I will improve my listening skills.	3 months

Skills required to be an HRM

Communication skills

This is one of the most important skills that is required to become a Human Resource Manager. HR managers are required to have strong written and Verbal communication skills to manage daily tasks (Little et al., 2018). Non-verbal communication skills are also an important trait for an HRM.

Organisation Skills

Organisation skills are helpful to manage the requirements and expectations of employees as well as business owners. HR managers need to answer immediately when an employee

visits the HR office to get an answer about a query or concern. Without organisation skills, the manager fails to do so. They have to organise all data and information online and offline.

Technical knowledge

Human resource Professional often needs to use planning software, online database, and digital spreadsheet to complete their job. They also need to prepare a PowerPoint presentation and track workplace analytics often. Therefore, knowledge of technology is an important trait of an HR manager.

Patience

HR managers need to manage the complaints of employees and other managers. Therefore, a calm and patient personality is important for this post.

Negotiation

Human resource managers need to have negotiation skills to negotiate compromises that help the company and the employees .

Ethical actions

HR manager requires ethical actions to preserve the integrity of all employees and employers (Hughes, 2019). A skilled manager needs to be able to make effective decisions quickly when it is not clear what is wrong and what is right. These decisions should always protect employees and the organisation (Cuéllar-Molina et al., 2019).

Evaluating personal skills in comparison to skills required to be a Human Resource Management

Skills required	Skills that I have
Communication skills	I am good at communication skills as I can open up in front of my team members, seniors, and even in front of strangers
Organisation skills	As I am good at managing time, I get enough time to organise all my things related to study which helps me to retrieve anything at any time.
Technical knowledge	I have sufficient knowledge of technology and after this module, I get more ideas

	about the technology which I require to adapt to enhance my chances of employability.
Patience	As I am very patient in nature, I can excel as an HR manager.
Negotiation	I am not good at negotiation skills.
Ethical actions	I also need to work on my decision making skills to take ethical actions.

Reflection on the module concepts

Important Skills and knowledge to work effectively

- I have understood the knowledge and skills that I need to develop for working effectively after this module. I have learned in this module that in the workplace there are two kinds of skills that are needed to work effectively technical skills and soft skills. Technical skills refer to knowing how to complete a particular job efficiently. Some example of technical skills is operating equipment, writing computer code, investigating a scientific question, and selling products to customers.
- Employees can fit and get along well in an organization with their improved soft skills. Soft skills are one of the main reasons employers make a decision whether to continue working with an employee or promote an employee. Communication skills, working effectively in a team, critical thinking, being a quick learner, self-motivation, being flexible, and good time management is examples of soft skills that are required to work effectively in the workplace.
- I have learned about communicating effectively in an organization as good verbal, non-verbal, and written skills are very important for the employees. The Foundation of group work is communication and it is important to think and talk honestly and openly with other employees or group members about responsibilities, expectations, and deadlines. Open communication promotes a positive team environment and trust.
- Working in a team is one of the primary requirements for many jobs, thus employees should have the capability to work with others respectfully. Employers also want an employee to bring out the best in other employees. Critical thinking is another important trait for an employee which allows them to make better decisions.
- By thinking critically, one can get an easy solution to a problem. This skill enables employees to examine all sides of a problem, listen to what peers have to say, and

reflect on past experiences. Quick learner tends to take challenges and try their best to solve any problem regarding their jobs.

- Self-motivated employees look beyond the minimum of what is needed, know what their goals are, and strive to get more effective ways to get jobs done. Flexibility in the workplace helps employees and also employers create arrangements for a working situation that suit them. This enables employees to maintain work and life balance and improve the efficiency and productivity of the organization.
- Time management skills are one of the key skills that an employee needs to improve his/her work efficiency (Afsaneh et al., 2019). I have learned that missing the deadline of a project can impact the development of the career of an employee negatively. Therefore, teachers asked us to improve those skills to perform well in the workplace (Humpherys & Lazrig, 2021).

Readiness for employability

In this module, I have also learned about readiness for employability. Readiness to employability refers to a set of behaviors and skills that are needed for any task in the workplace (Fajaryati & Akhyar, 2020). Mainly soft skills are needed to be prepared for employability as these traits help us how to interact with co-workers and superiors. These traits are commonly expected by most companies. Employers seek these skills in a candidate as employees with these skills are an asset to any organisation (Osmani et al., 2019). These abilities also help us to support the importance of punctuality and make an understanding of how we are perceived by others. Employers value those employees who can communicate with others well and act professionally (Di Gregorio et al., 2019). Irrespective of all the technical skills that are required for a job, every employer wants employees with good interpersonal skills.

Personal Advancement

Teachers gave us various tasks to do in the module to help us to understand our skills, strengths, and weaknesses and make the path of personal growth smooth. Personal growth is important for any student as it is important in many various aspects of life including career. The teacher told us that to determine the right method for personal growth, it is important to identify strengths, weaknesses, and goals. We were given a case study in the module to read and familiarise ourselves with the case study. We were asked to write 500 words on a particular question that is related to the specific case study during the module. This task helps to understand that I am not good at writing skills as I face problems during referencing process. Although my written language is very strong, without proper referencing my writing would not be considered effective writing. Teachers asked us to complete the work in two hours and I was able to complete the task in time which implies that I am good at time

management. In another task, the teacher asked us to participate in a mock interview for the job of Human resource manager. I made a CV, job advertisement, and cover letter to complete the task. During the interview, I understood that my communication skill is up to the mark and also my listening skills are very good. My creative skill is also good as I was appreciated for my CV, and job advertisement.

Knowledge about employment goals and personal development plan

I came to know about SMART goals which can help me to get ahead in my career. SMART stands for “Specific”, “Measurable”, “Achievable”, “Relevant”, and “Time-Bound”. Making SMART goals can help to set career goals and light on the path of personal development. I have learned that I must aim for a specific and measurable goal or steps. For example, As I want to become an HR manager, I need to work as a good team member and also perform well to become a leader to go the next step toward the goal. I have learned to set an achievable goal for my career. As I am a student of management, my goals should be relevant to my studies. I have defined a time period for each step to achieve the goal in time.

Conclusion

As per the above portfolio, it can be concluded that a student needs to understand his/her skills and knowledge to work efficiently in the workplace. A student can understand his/her skills by participating in various tasks. They get to know about their strengths and the areas they need to improve. Students can make personal development plans to foster their professional and career development. They can also achieve goals by making a proper plan for future development. Developing proper skills help students to become ready for employability.

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