

PRESENTATION ON **ACADEMIC AND EMPLOYABILITY SKILLS**

STUDENT NAME: ANDREI FLORIAN CERNAT

STUDENT NUMBER: 2113444

INTRODUCTION

Structured career planning and active management of career choices are important for success in personal life.

This presentation will outline

- ❑ My career choice,
- ❑ Explanation, and evaluation of required skills by analyzing a wider source,
- ❑ Personal evaluation, and
- ❑ A personal development plan to explore my career goal.

CAREER GOALS AND OBJECTIVES

To be a Human Resource Manager



WHY I WANT TO BE A HUMAN RESOURCE MANAGER?

I like to be a human resource manager because

- ☐ I was inspired by my Uncle Mr. Robert Felming who was a human resource manager at Morrison.
- ☐ It is the heart of the modern organization.
- ☐ It is an extremely exciting and evolving profession
- ☐ It is related to the management of dynamic and diversified people from a diversified source (Dasgupta, 2020).
- ☐ Provides the opportunity to influence an organization from innumerable aspects.
- ☐ Provides the opportunity to assist the development and improvement of people to achieve organizational objectives

ANALYSIS OF THE SKILLS REQUIRED FOR HR MANAGER (EMPLOYER'S EXPECTATIONS)

Expectations of the recruiter

- **Effective communication skills**
- **Good interpersonal skills**
- **Good IT skills**
- **Effective time management skills**
- **Team working and motivating skills**
- **HR knowledge and qualifications**
- **Good analytical and critical thinking skills**
- **Leadership and management skills**
- **Stress taking ability**
- **Legal knowledge**
- **Collaboration and negotiation skills**
- **Cultural awareness**

ANALYSIS AND EVALUATION OF PERSONAL SKILLS

A learner and improving skills.

Trying to improve skills to be an effective and successful HR manager.

Good at-

- Communication
- Time management
 - Stress taking
 - Teamworking
- Analytical and critical thinking
 - Presentation

APPLICATION OF TIME MANAGEMENT FRAMEWORK

<u>Do</u> • Attend class regularly and timely • Complete assignments and homework that are important and urgent • Prepare for the class • Emergencies • Last-minute preparation	<u>Schedule</u> • Assignments and homework due in future • Planned study • Reading lectures and notes • Reading newspapers • Daily Exercises • Executive personal development plan • Some meetings, etc.
<u>Delegate</u> • Grocery shopping • Some mails and phone calls • Some meetings • Food preparation • Interruptions • Urgent deadline tasks • Popular activities, etc.	<u>Delete</u> • unnecessary gatherings • excess use of phone • Excessive Social media use • Excess pleasant activities • Excess sleeping • Time waste

PERSONAL SWOT ANALYSIS (SWOT FRAMEWORK)

Strength

- Active listening, speaking, reading, and writing skills
- The ability to work under tremendous pressure
- Good time management skills
- Good teamworking skills
- Ability to pick up new skills
- Commitment and passion for achieving goal
- Good interview skill
- Good at presentation skills and PowerPoint skills
- Good at IT skills

Weaknesses

- Have little knowledge about legal framework related to HRM
- Negotiation skills are needed to improve
- Need to improve constructive and structured writing
- Lack of knowledge related to HR management
- Lack of creativity and problem-solving skills
- Lack of analytical skill
- Cannot focus on an independent task
- Difficulty in following rather than leading
- Lack of academic award and reconciliation

Opportunities

- HR manager is a globally accepted and honored position.
- The workplace offers numerous opportunities and facilities to the HR manager
- HR position offers handsome remuneration
- Have the opportunities to develop and improve HR skills from academic life
- To prove my learning as an HR manager
- Contribute to the development and improvement of skills of other people
- Contribute significantly to the success of an organization
- To secure and ensure the achievement of career objectives

Threats

- Globalization is bringing the world in hand. Participants from developing countries are participating in the field of HR. It is creating downward pressure on the remuneration and also increasing the competition.
- different variants of COVID-19 are making living very challenging globally. It is hindering my learning and it can continue for a longer period.
- The presence of emerging technologies may take place on a large scale instead of humans in the future.
- Resource scarcity can hinder my learning.

SKILL GAPS ANALYSIS

Expectations of the recruiter	My skills
• Effective communication skills • Good interpersonal skills • Good IT skills • Effective time management skills • Team working and motivating skills • HR knowledge and qualifications • Good analytical and critical thinking skills • Leadership and management skills • Stress taking ability • Legal knowledge • Collaboration and negotiation skills • Cultural awareness	As a learner, I am continually improving the skills required for an HR manager. I am in the moderate level of these skills but I need to be outstanding to be the most effective and successful HR manager. A Continual development plan can help me to explore my carrier goals and objectives.

PERSONAL DEVELOPMENT PLAN

Particulars	Short-term frame (6 months)		Mid-term frame (2 years)	Long-term frame (3 years)
My goal (Become a human resource manager)	Develop and improve skills		Develop and improve skills, participate in online courses, complete academic degree	Join workplace as a trainee manager and become a HR manager
Skills and knowledge to be learned (Effective communication skills, team working skills, HR knowledge, legal knowledge, effective IT skills, analytical ability and critical thinking, ability to work under pressure, etc. (Morgan, 2016))	Focus on learning the different aspects of different skills, collect and manage required resources, and start practicing		Focus on the critical aspects of different skills and improve the skills	Become effective and good at different aspects of required knowledge and skills.
Next steps (Complete university degree, participate online courses, visit organization, participate in team working, practice skills, join as a management trainee officer (HR))	Practice required skills, visit organization, practice team working, participate online courses, etc.		Practice skills, participate in online course, complete online courses, and visits organizations.	Become competent in all the skills area, complete courses, and become a HR manager
Resources (Support of teachers, successful HR managers, organizational support, funding, books, journals, magazines, websites, and access to online courses)	All the resources will be required in all the timeframe			
Time schedule (3 years period)	Time Schedule			
Start date	1 st march 2021	1 st September 2021	1 st September 2023	
Expected to finish date	30 th August 2021	30 th August 2023	30 th August 2026	
Completion	Date 1..... Date 2..... Date 3.....	Date 1..... Date 2..... Date 3.....	Date 1..... Date 2..... Date 3.....	

CONCLUSION

Commitment, passion, and hard-working are the basic requirement for personal development and improvement to achieve my career mission, vision, and objectives.

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