

Personal Development Plan:

***Name:* SHIKDER SUJAN**

This PDP will work on 5 main career related objectives which will help me to become an HR manager at William Hill, UK, as I am already working there currently as an HR assistant. The main 3 year objectives which I have made for the purpose of achieving this career objective are listed herein.

- Gaining a deeper knowledge about HRM.
- Learn about digital HRM systems and software's.
- Develop key leadership traits.
- Learning about performance management and benchmarking.
- Improving capacity to multitask.

Objective:	Success Criteria:	Activity:	Resources:	Priority:	Start Date:	End Date:
Gaining a deeper knowledge about HRM.	My ability to perform HR tasks including organizational problems, opinions and solutions will be the main measure of success (Casey, 2021).	- Gaining relevant practical knowledge through taking additional job responsibilities at William Hill, Reading core HR textbook of Human Resource Management (Stone and et al., 2020).	- HR related functions and practices will include course books. - Practical and simulation training along with taking online courses (Korp and et al., 2019).	Becoming an HR manager requires a major knowledge of many fields and operations outside the regular domain of HR which is why this is a long term development which requires time and patience from my side (Ware and Laoutides, 2021). This is why I am dedicating more than 3 years for it.	02/02/2023	04/03/2026
					11/02/2023	06/05/2023

Learn about digital HRM systems and software's.	When I can perform every task of that software efficiently, I will be able to maintain the employee records of the company.	• I will enroll into an online HR system and software course which help me in digital operation (Ryan and et al., 2019). • Reading Journal regarding Digital HR system (Fenech and et al., 2019).	• Effectively learn and use digital system and software of HR. • Learn various user guidelines, online courses and additional videos available on internet.	The HR industry is currently undergoing a transformational change due to the integration of digital technologies. Core HR functions performed by HR managers are also being replaced by hi-tech technologies time and again (Denissen and et.al., 2019). I will need to learn about digital HR sub-systems.	06/06/2023	11/11/2024
					07/07/2023	08/08/2023

Develop key leadership traits.	When I am able to influence behavior of people around me and able to add values in their life using my knowledge and experience which I have gained while working in the company.	• Reading bibliography of various great leaders which help me to gain knowledge regarding their leadership style and the ability (Willson, 2020).	• Various key leadership traits includes books based on bibliography of great leaders.	HR manager has to handle an entire organizational department of William Hill which needs proper leadership skills to guide the workforce in an optimal manner (Bauer, 2021).	11/07/2023	11/07/2024
		• I will refer to one book in particular which contains leaderships strategies given by prominent business leaders such as Bill Gates and Steve Jobs and apply them in my daily working (Yoffie and Cusumano, 2021).			12/08/2023	11/05/2024

Learning about performance management and benchmarking.	When I am able to identify and analyze various factors affecting the performance of employees and able to develop measures to deal with the issues and factors affecting productivity, efficiency and work performance of employees (Sharma, 2021).	• Reading various relevant books and journals to gain theoretical knowledge about employees. • Will take various training related to performance management and benchmarking.	• These are some of the resources which will help me to learn performance management and benchmarking such as online courses, books , study material and various others.	Performance management is a key function of HRM. It is the duty of an HR manager to separate the hardworking employees from the non-performing ones and it is important to know about benchmarking for these purposes.	09/12/2023	10/12/2025
					10/03/2024	10/06/2024
Improving capacity to multitask.	When I am able to perform various tasks at a particular time.	• Will try to perform 2 tasks at a time with most effective and efficient way possible. • Regular meditation will help to perform multiple tasks at a time.	• Tutorials, online videos. • Courses and study material related to enhancement of focus and concentration.	It is quite important to learn as HR managers have to juggle a lot of tasks at a time and there are many ways in which time management helps one in a professional environment (Asendorpf, 2021) (Olaru and et.al., 2019).	10/11/2024	09/12/2025
Review Date: Every 6 months				Signature: 		

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