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Module: Academic And Employability Skills

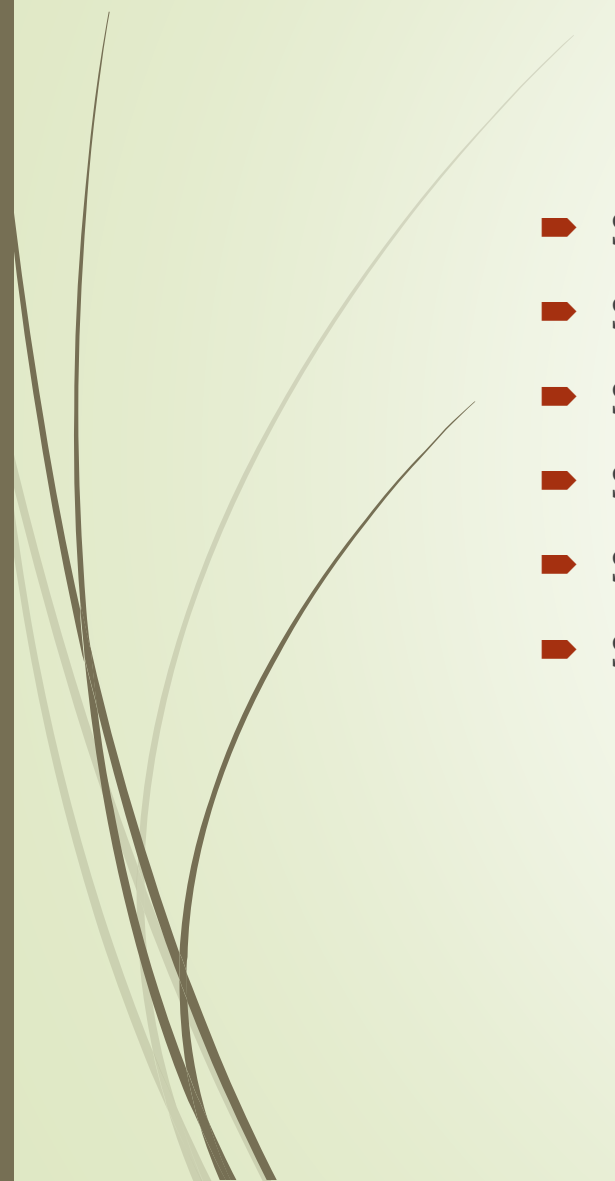
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ACE Practical Portfolio





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Introduction

- Individual presentation assist in public speaking and engaging the audiences
 - Ensuring messages are having an impact on everybody
 - Enhancing the skill of communication
 - Increases the confidence level
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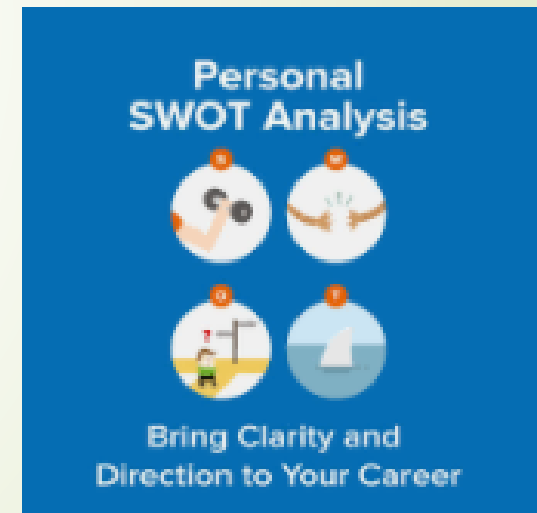
SWOT Analysis

➤ Strengths

- Excellent skills of communication
- Expertise in administration
- Knowledge about Human Resource Management (HRM) and HRIS (Human Resource Information System)
- Skills of analytics
- Teamwork expertise
- Excellent organisational skills
- Expertise in budgeting
- Conflict management capabilities

➤ Weaknesses

- Lacking expertise in time management
- Weak problem-solving & decision-making capabilities



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➤ Opportunities

- Human resource (HR) generalist
- HR manager
- Training & Development Manager
- Recruitment & placement manager
- Compensation & benefits manager

➤ Threats

- Incomplete required human resource manager skills
- Competition from other HR managers having similar experience and qualifications
- Uncertainty of the job



Time Management Tools

➤ Staying organised

- Making an effective to-do list by using Trello, an online tool that helps in marking deadlines.

➤ Setting schedule and realistic objective

- Advanced planning of the day
- Setting smaller and realistic objectives for passing through hurdles

➤ Elimination of distractions

- Tools such as Freedom help in taking any individual offline so that they cannot be distracted for almost eight long hours
- Stay Focused is another time management tool that allows blocking specific websites for maintaining the focus required for accomplishing important tasks



PDP



➤ Problem-solving & decision-making

- Problem-solving & decision-making expertise can be gained by taking the online free course
- Assessment can be taken for measuring the problem-solving & decision-making capabilities by answering 16 questionnaires online
- Problem-solving expertise can be gained by staying focused on the courses and constantly evaluating the progress
- Helps in getting to the roots of problems
- Three months with greater focus is essential for gaining expertise in problem-solving & decision-making

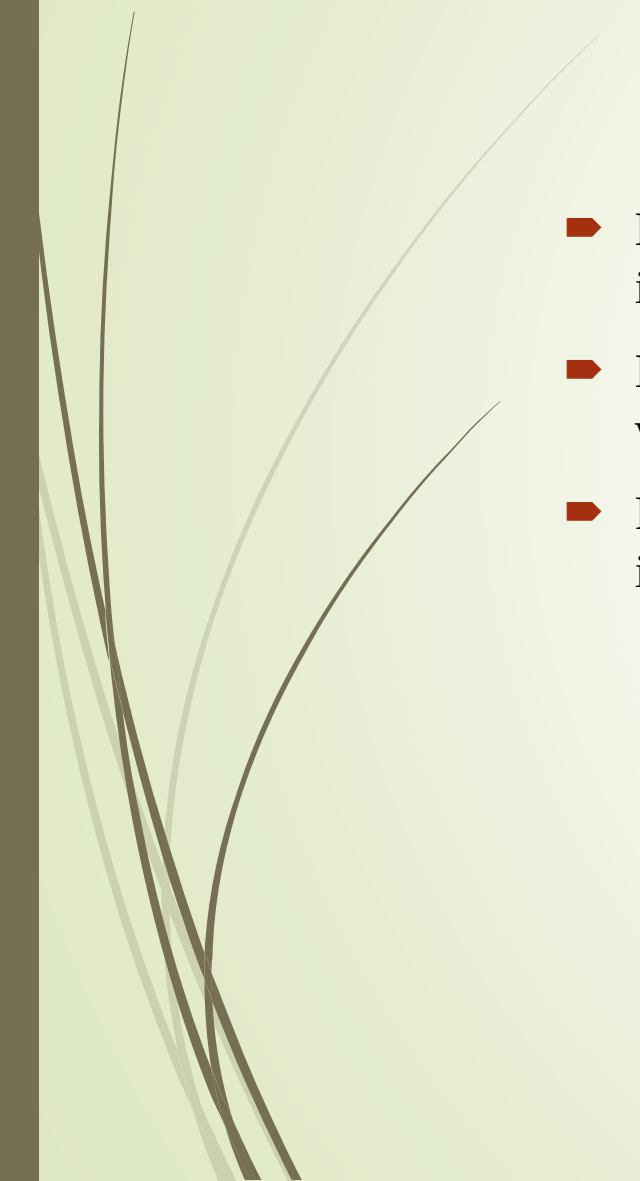
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- **Time Management**
- Online course can help in providing better assistance in gaining experience by getting involved with various students and understanding their perspectives
- A test can be taken online for assessing the time management capability
- Attention is important while attending the course so that notes can be taken down which can help in fostering learning and development
- This can help in ensuring that the output quality can be maintained effectively and efficiently
- Five months with greater attention is essential for gaining expertise in time management





Conclusion

- Excellent communication skills with administration and knowledge about HRM and HRIS is essential for an HR manager
 - Expertise in analytics and teamwork including excellent organisational and budgeting skill with capabilities of managing conflicts is vital for HR managers
 - Problem-solving and decision-making capabilities with effective time management plays important role in personal and professional life of HR managers.
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A blue square graphic containing the text "THANK YOU" in white, bold, sans-serif capital letters. The text is centered within the square. Above the text, there are several thin, vertical white lines of varying lengths, resembling a stylized rain or a decorative element.

THANK YOU