

# Essay on human relations abilities and skills page 17-20

[Business](#), [Career](#)



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## Introduction

The human resource management course was entirely an enjoyable moment. It was a period of massive transformation on various issues concerning relationship between people, as well as handling different moments as human resource manager. It is observable through experiences on various topics concerning the subject. Each topic was educative to me, and I picked a lesson from each of them. Every topic was a chance for transformation and they have had effective influence to my workplace. In my workplace, every topic is applicable in one way or the way. Through the course, I have learned to take responsibility of every situation that arises at the workplace. Although, all the topics had an impact in me, I choose the below six topics following their unique effect to my life.

In human resource management, the abilities and skills of a leader are paramount. The human relations abilities and skills were exclusively influential to me. I learned the need to identify my abilities and skills and employ them in my workplace.

The topic helped me in realizing my abilities and skills as well as use them for my daily activities. Through the topic, I learned the need for being sensitive to others. As a leader, I will always face moments when I will be required to understand the actions of the colleagues. Human beings are different, and they tend to behave differently. Therefore, I have to operate by the uniqueness of each of them. The topic further exposed me the need of avoiding stereotyping people, but dealing with the reality of an individual. Also, I have learned the need for being fair in my decisions and actions as a leader through proper listening skills. The topic influenced me to become a tactful person who will always be fun work with. Whenever, a conflict arises I am sure I would handle it effectively since the topic prepared me well with the necessary conflict handling skills. I am well equipped on how to deal with misunderstandings as well as create a proper environment for social interaction.

The topic was equally significant to me with extensive influence to my career. The main lesson picked from the topic is to appreciate my job. I have discovered the element as a driving force to massive success in the job. Appreciation for my job exposes me to proper understanding of my job as I learnt through the processes. They mould me to become perfect in my activities at the job.

Also, I have learned that my job should be a motivation to me. I should take every moment to enjoy at my workplace. The pride that comes in appreciation helps me to work more skillfully, and I am able to deal with various duties allocated to me.

Positive attitude towards my job exposes me to the ability to handle various

challenges that come my way. I have learned that the challenges are meant to build my career and not to bring me down. Therefore, I take all the moments as learning times, and I am willing to work them out tactfully. I have learned to appreciate the processes that my job involves, and I have come to understand them very easily. My attitude towards the system has exposed me to knowledge and skills that are relevant to the dynamism of the job. Massive achievements in my job have been motivated by exclusive exposure to the positive attitude.

### **Career plan for career of interest**

My career is extensively important to my future. The subject touched my life directly with the recognition of my career through proper training on the significance of career planning. The topic has exposed me to the relevant skills in choosing the right career path. I have been exposed to the necessary skills for the achievement of the right career for my life.

Choosing my current workplace was as a result of the influence that I got from the topic. It helped me to choose the career that was at the center of my heart. Through perfect analysis of my strengths, I settled on this career since I had been prepared on the significance for consideration of personal strengths and abilities in handling such duties.

Also, the topic exposed me to the need for being exposed to the challenges of a career path. I have discovered that even what seems attractive and interesting to me has its measure of challenges. However, the skills have prepared me to handle the challenges and conquer my career destiny with exclusive determination and focus. It is true that the topic has molded me to

the person I am today.

I have learned that proper listening skills are a secret among many successful entrepreneurs. They understand the art of listening, and they apply it to its perfection. As a leader, I have to be keen on what the employees tell me instead of commanding them by speaking too much. Listening commands respect from the employees or the subordinates. At the moment, I can almost listen to everything. Although, I am still working on my listening ability, and I have acquired adequate skills to help me listening keenly and working out necessary strategies to help me listen to everyone. I have learned that everyone willing to talk to me has a lesson for me. As a result, of the topic I have developed unique social networks that assist me in connecting with the people very easily.

Through the topic, I have acquired focus. Listening is not only defined by hearing. It also inclines to the effort of focus. Once I am supposed to listen to a person I have to focus on what he or she tells me for effectiveness in understanding. In my workplace listening is crucial since my position will always involve issues from the employees, and I have to deal with them. The topic prepares me for the exclusive leadership roles ahead. As a leader, I should always understand that there are people following me and my action would affect them. Therefore, the topic is extensively applicable to me at my workplace. As a leader, I should practice dominance, which is the art to overcome obstacles that may arise at my workplace. The topic has exposed me to that fact that all the employees will be waiting for major solutions from me. Therefore, I have to portray the competence in handling the challenges that come our way.

Enthusiasm is the other element of leadership that I acquire from the topic. As a leader, I should be active, expressive, as well as energetic. In my workplace, the element of enthusiasm has been evident through continuous effort in handling massive duties that come my way. I am a leader who is willing to listen and ready to make necessary changes. I have the exclusive potential of handling all the issues that arise in connection to my office. As a leader, I have also learned the element of self-assurance. The traits of self-confidence and resiliency are key driving traits in my workplace. I work with all the strength and the ability bestowed on me by my career. Through that, I avoid extensive challenges that are likely to come my way through lack of exposure to my career.

### **Decision-making style page 350/351**

As a leader, I will be required to make decisions from time to time. Therefore, I have to possess necessary skills to enable me make reliable and competent decisions. The topic has been relevant to me as it has sharpened my decision-making skills, and I am able to make concrete decisions over critical issues. Through extensive exposure by the topic, I have learned the art of consultation. I cannot make decisions alone. I believe in involving my seniors, as well as the subordinates in making critical decisions concerning my position. Consultation exposes me to many ideas, and I am able to choose the most reliable and applicable in a given situation. Also, I have learned of the trait of information seeking for an effective leader. I understand that I do not know everything and at some point I will have no

idea concerning an issue. Therefore, I will have to work with information from the rest of the employees. I will seek information for anything I do not understand.

The topic has also exposed me to the need for gathering a pool of solutions. I have learned that there are different and unique ways of dealing with different problems. Therefore, I will always try to come up with various ways of dealing with a problem and employ necessary strategies to choose the most preferable.

## **Conclusion**

My course was extensively significant to me. It has exposed me to massive knowledge on various elements concerning my employment. I have employed the art learned from the topics, and I have already experienced its effectiveness.