

Personal and professional development

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Personal and Professional Development Plan for Human Resource Person
According Lussier & Hendon , personal and professional development plan enables students and professionals to identify key areas of learning and improvement and develop activities to help them develop their existing skills, learn new skills or both. This is to enable them assess the need for change, consider aspirations and plan way forward as well as boost performance (47).

My professional goal is to become an efficient HR person and to work effectively in a team. In order to achieve this goal, I need to develop organizational skills, negotiation skills as well as skills to handle employee issues and grievances. These skills will be achieved through attending seminars, finding a mentor and taking short online courses in Human Resource Management.

Personal and Professional Development Plan

Objectives to be achieved

Actions

Time Scales

To be able to deal with sensitive employee issues like discrimination and harassment effectively

Attend a course in Human Resources Management

3rd March, 2014

To develop strong and effective negotiation skills

Find a coach to teach and mentor me on handling opposing views among employees.

4th March 2014

To improve my time management skills

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Use of internet sources to research on HR organizational skills. Register and attend HR management short courses to sharpen my personal efficiency

12th March, 2014

The personal and professional plan will be implemented through undertaking HR management short courses offered by the University. I will register for online short courses to improve my time management skills, communication and interpersonal skills. I will identify a lecturer to mentor me to attain these skills and practice through participating in HR researches.

Two of the objectives were met by the target date. I attended a lecture on effective handling of employee grievances, effective communication and skills in time management. I also managed to get a coach involved in HR researches and together we participated in these researches.

Updated Development Plan

Objectives

Activities under-taken

Evaluation

Actual date of achievement

To improve my time management skills

Attended an online HR Management course

Improved general performance

4th March, 2014

To be able to deal with sensitive employee issues like discrimination and harassment effectively

Joined my mentor in carrying out researches in the campus HR department.

Learnt that employees grievances need to be handled in a timely manner and that communication with employees is a two way street.

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13th March, 2014

During these activities, time was well managed, as there was no significant difference between the target time and the actual time of completion of tasks.

According to Lussier & Hendon (2013), in order to solve work-based problems, an individual needs to have skills in effective time management, personal organization and effectively sorting out employee issues regarding on-the-job discrimination and harassment (80).

Communication styles vary from individual to individual. For example, communication between the HR team and the managers differs from that with lower level employees. Communication could be verbal or electronic or a combination of these two.

For personal and professional development to be successful there is need to analyze the skills to identify the individual and group needs. Objectives need to be established and used as a guide to plan individual and overall development skills (Lussier & Hendon 2013, p. 90).

References

LUSSIER, R. N., & HENDON, J. R. (2013). Human resource management: functions, applications, skill development. Thousand Oaks, SAGE Publications.