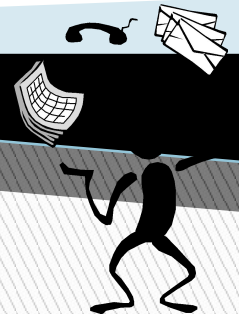


Unit 16 Human Resource Management in Business

P2 Describe how the skills that employees require to carry out jobs in an organisation are identified

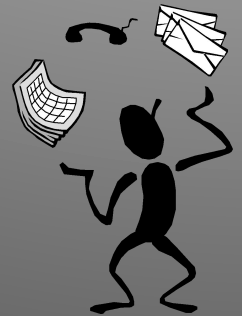


Having the right skills

Acquiring the necessary skills is important for employees and the organisation – why?

- Employees

- Organisation



Skill acquisition within organisations - the role of the HR department

Establish skill sets for all roles

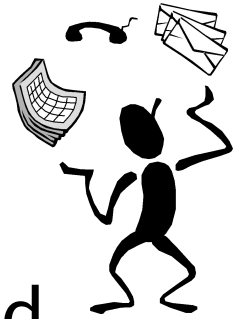
Assess the impact of training activities

Recruit people with the right skills for the job

Develop and implement a training and development programme.

Identify current employee skills and establish what training is required

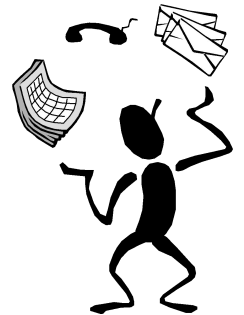
Skill sets



- ❑ **Definition:** Groups of competencies and skills that employees need to have in order to be able to carry out a job.
- ❑ Job related skills – specific skills required to carry out a particular role.
- ❑ Generic skills – the common skills transferable to many types of work.
- ❑ Some skills will be essential for a role, some will be desirable.
- ❑ <https://www.youtube.com/watch?v=mij4qtMZujY> How to identify skills

Thinking about skill sets

- List the skills required to carry out these jobs:
 - Retail assistant
 - Ride engineer
 - Entertainment staff
- Underline the skills which you believe to be generic.
- Decide which skills are essential and which desirable within each role.



Skill Audit

- A review of skills currently held by employees in an organisation.
- Objectives:
 - to identify current skills
 - to assess if skills meet new organisational objectives
 - to identify skills gaps



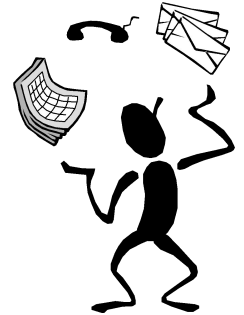
Skill acquisition



- Providing training to equip employees with new skills
- Objectives:
 - Employees equipped to take on work if an employee leaves
 - Motivates employees and makes them more efficient
 - Minimise shortages in people available to do jobs

Skill transferability

- ❑ Skills that can easily be transferred from one organisation to another
- ❑ Increases risk of employees moving to another organisations
- ❑ Problem in recruitment if skills are very specific



Sum up

- Important that employees have the relevant skills because this
 - makes organisations more effective
 - helps to motivate employees and to be more efficient
 - enables organisations to make more effective use of this costly resource

Guidance for P2 assignment task

- Include the 4 methods
 - Say what the method is
 - Say how the method should be used by the Consortium – see the assignment brief
- 