**Faculty of Economic Sciences, Commerce and Management Sciences**

Deprt. of Management Module: English

Level: First year master HRM academic year: 2019/2020

Lecture: 03

**Essential Human Resource Management Skills**

In order to ensure that the HR department functions effectively, the HR professionals need to possess different skills such as:

1. Organization

One of the most important human resource management skills you must have to successfully work in HR is organization. Everyone who works in HR must be well-organized, must have strong time management and be personally efficient in order to succeed. This means that their office cannot be in shambles. Paperwork must always be filed correctly, especially when it comes to personnel files of employees.

1. Negotiation

The second essential human resource management skill that all HR professionals need to be successful is that of the ability to negotiate. When negotiation rolls around when an offer of employment has been extended, there typically are two differing sides. A strong HR professional will be able to work with both sides so an agreement can be reached that makes everyone involved happy.

1. Problem Solving and Conflict Management

The third essential human resource management skill is a combination of two items; problem solving and conflict management. It is a given that not every single employee in your office will get along with their co-workers or their managers. This means that at some point, you will need to solve problems or manage conflicts. The most effective HR manager will be able to ensure that employees work together in a civil manner so work can be completed on-time and with high quality.

1. Communication

Communication is key in every single workplace, but it is very important in the skill set of the HR professional. If an HR manager cannot communicate to upper-level managers, to employees and to shareholders, then the company will not succeed. The communication done by HR managers is not in one form. There are many methods of communication used by HR managers today. These include writing, speaking in front of small and large groups of people and through social media.

1. Multitasking

Multitasking is the fifth essential skill needed by HR managers in order to be successful today. The HR manager is overwhelmed with a variety of issues, questions and requests on a daily basis. Some of them might relate to others and some will be completely different issues altogether. HR managers must know how to adapt to change in the office if they want to be successful. This is part of multitasking because they will need to handle an issue with an employee while also performing a new policy from the higher-ups (senior person in organization).