# Neha Kumari -- 0-3 Month Skill Boost Plan

This document outlines the 0-3 month skill upgrade plan for Neha Kumari, focusing on closing immediate skill gaps, recommended courses, proof-of-concept (POC) deliverables, and the direct business impact for manipal.

## Executive Summary

**Employee**: Neha Kumari

**Current Role**: HR Professional ।। HR Operations, Employee Relation, Employee Engagement, Recruitment, Payroll Management and Compliance

**Company**: manipal

**Assessment Date**: August 2025

### Skill Gap Analysis Overview

**Skill Gap Analysis**: Based on internal assessment

**Priority Skills for Development**: Data Analysis, Project Management

**Course Modules**: 17 topics across 6 chapters

## Detailed Learning Roadmap

## Execution Priority

### Phase 1: Weeks 1-4 (Critical Skills)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Timeline** | **Skill Gap** | **Priority Level** | **Recommended Skills/Tools** | **Course Recommendation** | **Proposed POC** | **Business Impact for manipal** | **Competitor Benchmark** |
| 0-1 Month | Data Analysis | Critical | Excel, Power BI, SQL | Module 1: Data Fundamentals, Module 2: Excel for Data Analysis | Create an HR analytics dashboard | Improved decision-making capability | Companies like Infosys and TCS use advanced HR analytics tools |
| 0-1 Month | Project Management | Critical | MS Project, Asana, Trello | Module 3: Project Management Basics, Module 4: Agile Methodologies | Develop a project plan for a new HR initiative | Enhanced project execution and monitoring | Competitors like Wipro and Cognizant have robust project management frameworks |
| 1-3 Months | Advanced Data Analysis | Important | Python, Tableau, Advanced Excel | Module 5: Advanced Data Techniques, Module 6: Data Visualization | Conduct a detailed analysis of employee engagement data | Strategic HR planning and predictive analytics | Leading firms like Accenture use advanced data tools for predictive HR analytics |
| 1-3 Months | Advanced Project Management | Nice-to-have | Jira, Advanced MS Project | Module 7: Advanced Project Planning, Module 8: Risk Management | Implement a risk management plan for HR projects | Long-term efficiency in HR project management | Top companies like IBM and Capgemini utilize advanced project management techniques |

Focus on Data Analysis and Project Management → Deliver HR analytics dashboard and project plan → Address gaps in HR analytics and project management practices compared to competitors.

### Phase 2: Weeks 5-12 (Strategic Enhancement)

Advanced skills in Data Analysis and Project Management → Complete detailed employee engagement analysis and risk management plan → Achieve parity with top competitors in strategic HR planning and project management.

## Competitive Intelligence

**Internal Assessment**: Based on role requirements and industry standards

### Priority Recommendations

* Focus on selected priority skills for maximum impact

Instructions:

1. 1. Analyze the employee's missing skills from prioritySkillsSelected and skill gap data
2. 2. Map course chapters to specific skill gaps with priority levels
3. 3. Create realistic POCs based on their role, existing skills, and competitor benchmarks
4. 4. Focus on business impact relevant to their company/industry and competitive positioning
5. 5. Ensure timeline is practical and progressive
6. 6. Use technical tools and frameworks appropriate for their field
7. 7. Make POCs specific and measurable with competitive context
8. 8. Connect learning to direct business value and competitive advantage
9. 9. Include competitor benchmark information where available

10. Prioritize critical gaps over nice-to-have skills