

## Career Change: Move from Admin to HR

Summary: One of the most common career development options that people choose is switching from an **admin position** to a position in the HR department. There are **numerous options available in HR**, and the exposure and experience they receive in admin can help them in a number of ways.



Opting for a career change is not an easy decision. However, if you're planning on taking the leap, then there are a number of things you need to keep in mind before you do. Careers in HR seem very attractive, and although the **potential for career growth in this field** is a lot higher in comparison to the admin department, this responsibilities and duties are tougher. This is why you need to ensure you take the right steps to successfully make your career change.

If you've spent a few years in the admin department previously, then you already understand the responsibilities and requirements for HR personnel. If you've just started out in the admin department, you need to master all the essential skills that will transfer over to HR. You can also take some career development courses that will help you improve your skills and help you get the career change you've wanted.



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HR positions are always open to individuals who are enthusiastic and interactive. One of the main functions of the HR department is employee interaction. If you're looking to switch from a career in admin to one in HR, then you need to ensure you're friendly and easy to get along with. Employees in an organization turn to the HR department during a dispute or issue that happens at work, so if you're looking to establish a career in this field you need to be open to dealing with these kinds of issues.

A degree in HR can help enhance your chances of establishing a HR career. There are a number of courses that you could take to enhance your HR skills. These include:

- Management practices
- General employment practices
- Staffing
- Human resources development
- Compensation and benefits
- Employee and labor relations
- Health, safety and security

Apart from the right degree, communication skills are very important when it comes to establishing a HR career. HR personnel are required to interact with employees and other people on a daily basis, so their communication skills need to be polished and clear. There are a number of career development courses that focus on helping you improve your communication skills. These courses teach you how to speak and what to say in an organization.