



Training and Development needs of HR Officer

Created by
Asya Galyova (1905706)
University of Wales Trinity Saint David



Introduction

- This presentation explains the HR Officer appointed by JD Sports.
- It evaluated the concept of knowledge, skill, and behaviour that help to encourage the employees.
- It demonstrated the personal skill audit of HR and the importance of training and development needs.
- The presentation depicts the potential benefits of JD Sports as an HR Officer.

This presentation mainly described the concept of HR Officer of JD Sports. It mainly focuses upon the knowledge, skill, and behavior of the HR Officer that help to establish professionalism in the organization. Apart from that, it also evaluates the significance of training and development needs in the workplace. On the other hand, the presentation highlighted the benefits of the HR Office that help to produce a strong workforce.



This slide represents the knowledge, skill, and behavior of the HR Officer of JD Sports. These are elaborated below:

Advising: It helps the HR Officer to communicate with the different stakeholders of the company. Advising is the key skill of an HR manager that helps in creating integration plans (Larsen, 2017).

Intercultural sensitivity and language skills: It is an important skill that helps to connect with employees with different cultural backgrounds (Garaika, 2021). It helps to managing and retaining employees in the workplace.

Proactivity: It is considered that proactivity help to resolve the conflicts or problems between employees and employer. It helps to align the HR task of JD Sports (Bieliaieva, 2019).

HRIS Knowledge: It helps to maintain the records like recruitment, payroll, rewards, and benefits (Lawler and Boudreau, 2020). It required experience to understand the human resource information system.



Important Skills for KSB of HR Officer



- Decision-making skill
- Budgeting skill
(Bieliaieva, 2019)
- Organizational skill
- Communicational skill

This slide shows the important skill of the HR Officer of JD Sports. These are demonstrated below:

Decision-making skill: It is identified that a lot of decisions of an organization is depending upon the HR Officer (Larsen, 2017). Thus, decision making skill is an important skill that helps to take effective decision. Recognizing a talented workforce is the main decision of an HR manager.

Budgeting skill: The first and primary role of the HR Officer is to limit the expenditure and not overspend on unnecessary things. Budgeting skill helps to maintain the financial record of the company (Hewett and Shantz 2021).

Organizational skill: HR Officer involves in most of the organizational functions like training, recruiting, and selecting (Paleti Narendar and Mishra, 2021). Thus, organizational skill improves the functioning of the organization.

Communicational skill: It is depicted that communication is an activity that helps to maintain effective or strong bonding with others (Lawler and Boudreau, 2020). HR fields required a lot of interaction with the team. Thus, it is the most important skill for an HR Officer.



Personal Skill Audit of HR

- At first, I want to improve my organizational skill to organize all the training and skill development programs (Hewett and Shantz 2021).
- Secondly, I polish my decision-making skill to take effective decisions.
- I will try to overcome from procrastination skill that helps to manage all activities on time.



This slide demonstrates the personal skill audit of the HR manager. I want to establish or improved my organizational skill that helps to organize all the functions of the organization systematically. On the other hand, I want to nourish the decision-making skill that helps me to take the effective decision for the organization and reduce all the conflict within the workplace (Garaika, 2021). Moreover, I will try to overcome the procrastination skill that helps me to perform all the organizational functions on time. Thus, it will also help me to complete the entire task in the given time.



Training and Development Needs



- Training and development needs are required to identify the positive and negative aspects of the employees.
- With the training program of JD Sports, I improve my decision-making skill (Larsen, 2017).
- On the other hand, the training and development program of the company helps me to perform all my roles and respond effectively.

This slide explains the need for training and development programs that help me polish my skills. With the help of a training and development program, I improve my decision-making skill that helps with all the decisions related to recruitment and selection. On the other hand, my organizational skill is also improved through the training session of JD Sports (Garaika, 2021). Therefore, training and development help to know all the aspects of business operations.



This slide demonstrates the importance of training and development of HR. Some of them are elaborated here:

Performance improvement: T&D helps HR officers to improve their personal and professional skills. It helps to determine the job responsibility of HR.

Employee Satisfaction: Through training and development sessions, employees used to share their knowledge and satisfied with their job roles (Bieliaieva, 2019).

Increased Productivity: It is identified that, T&D help JD Sport to increase productivity as well as productivity (Paleti Narendar and Mishra, 2021).

Self-driven: It also helps to motivate and encourage employees of the company.

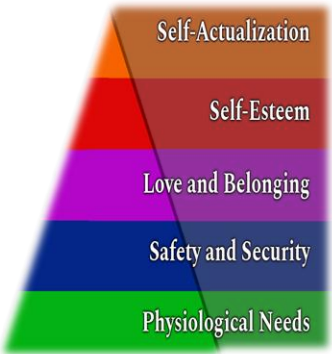
Tackle Shortcomings: It helps in solving the problems and conflict within the organization.



The slide features a header image with a hand pointing at a digital interface with icons for a shopping cart, a padlock, and a group of people. Below this, the title 'Maslow's theory of Motivation' is centered in a blue, bold font. To the left of a pyramid diagram is a bulleted list. The pyramid diagram on the right consists of five horizontal layers, each with a different color and a label. From top to bottom, the layers are: brown for 'Self-Actualization', red for 'Self-Esteem', purple for 'Love and Belonging', dark blue for 'Safety and Security', and green for 'Physiological Needs'.

Maslow's theory of Motivation

- This theory states that individual behaviour is classified under five needs.
- These are physiological, safety, belongings, esteem, and self-actualization needs.
- Maslow's theory helps in personal development and workplace growth (Larsen, 2017).



Level	Need Category
1	Self-Actualization
2	Self-Esteem
3	Love and Belonging
4	Safety and Security
5	Physiological Needs

This slide explains the concept of Maslow's theory of motivation that helps to stratify the need of employees in the organization (Garaika, 2021). This theory classified the need of humans into five categories such as physiological, belongings, esteem, safety, and self-actualization.



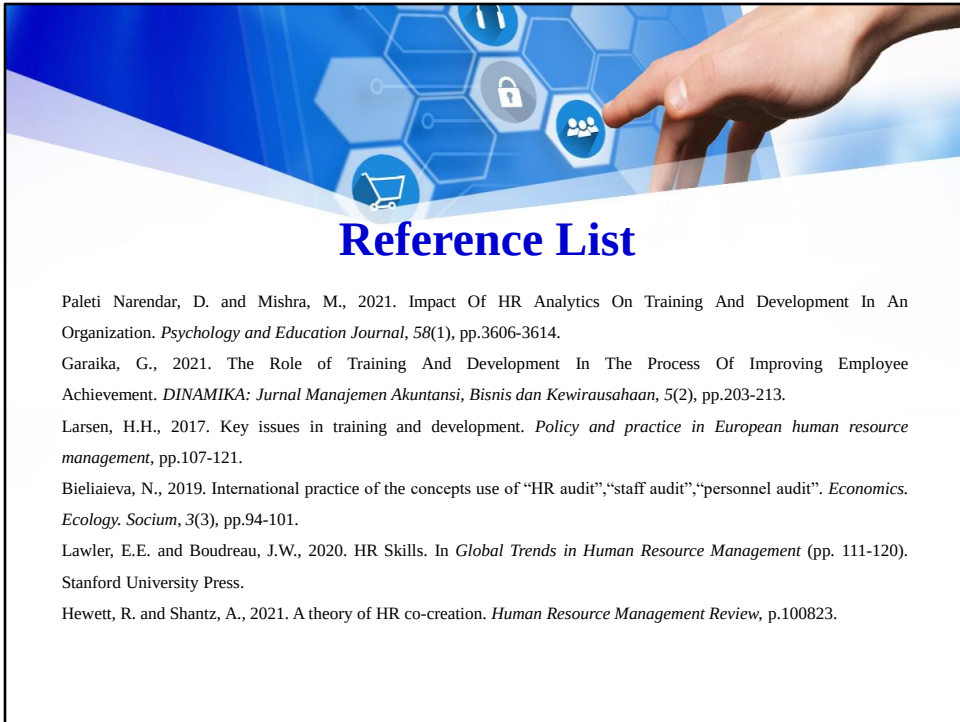
This slide shows the benefits of HR Officers to the organization. It mainly helps in the recruitment process of the company. Apart from that, HR Officer helps to maintain proper records and ensure data accuracy (Paleti Narendar and Mishra, 2021). Moreover, it also helps to maintain effective relationships within an organization. HR Officer also satisfies their employees by offering rewards according to their performance.



Conclusion

- It is concluded that the HR Officer plays an essential role in JD Sports.
- It evaluated the potential skill and how it is beneficial for the company.
- It mainly described the concept of Maslow's theory of Motivation.

This slide presents the conclusion of the overall presentation. It is concluded that HR Office is the main part of the company that helps to hire talented workforce for the success of the company. Thus, Maslow's theory of motivation helps to determine the need of the employees at a different level.



Reference List

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