

Training and Development needs for an HR officer

Tutor Name: Gregory Cowan

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Student Name: Barbara Silva

Student Number:1906886

Appropriate Knowledge, Skills And Behaviours Required By HR Professionals

Importance of Information Technology

- The modern HR world is improving at an incredible speed
- Changes in HR have become possible thanks to new IT technologies that automate payroll accounting
- Optimise HR administration
- Create and Maintain databases

Artificial Intelligence

- The advent of AI is completely changing the world of recruiting
- AI is constantly learning and improving: the more data you provide it, the more accurate its recommendations will be

Chat bots

- By creating an internal bot, corporations will receive an additional communication channel
- By asking a robot a question, an employee can get the information he needs without calls and letters to the HR department

Predictive analysis

- Predictive analysis can help "look to the future" when, using data analysis technologies

Importance of Communication Skills

- Interpersonal communication skills are key to a successful HR officer career on the long journey to the HR director's chair.
- At a time when the function of HR officers is becoming more and more strategically important in organizations due to the organization of business trainings and internal training courses and the growth of their employees
- Together with the ability to present their ideas effectively, HRs have highly impressive professional roles and can influence strategic decision making.

Training and Development Needs

- Be good communicator
- Be able to build internal and external social professional network
- To be able to conduct business negotiations in and out of the company in a win-win manner .
- Ability to conduct business trainings and business seminars by themselves , to teach this.
- Be able to convince all stakeholders by ensuring that both employees and managers "buy ideas"
- Ability to work according to new, each time changing, rules
- Be good mediators in conflict resolution
- Actively promote innovation , be the initiators of change
- Have influence over the leaders of the company and maintain your authority with them

Automation Of Personnel Training And Development

- Nowadays, only a few people in a company can deal with the issue of constant personnel development
- Personnel training systems in an organization are already incorporated into corporate platforms that are being implemented by companies
- The main platforms for corporate portals are MS SharePoint and IBM WebSphere Portal
- It is these solutions that are traditionally considered the most effective

Potential Benefits To The Organisation And Individual

- Training and development of personnel at the enterprise is designed to turn employees into the driving force behind the formation of the company
- The specialist must constantly improve his qualifications following the development of the industry and technology.
- Every leader wants to see proactive professionals in his field under his command.

Benefits Of Automated Personnel Training Systems

- Formation of a training and development program for personnel. These can be both collective educational programs for employees of entire departments, and individual programs for improving the qualifications of company management.
- Development and preparation of individual curricula for each vacancy.
- Scheduling the training and development of personnel in the organization (individual and collective).
- Automatic planning of the budget for the training of production personnel.
- Maintaining teaching databases, libraries of educational literature, as well as a database of equipment for the training and development of personnel in the organization.
- Automation of workflow and analysis of results in the process of training and development of personnel at the enterprise (saving and consolidation of test results, automatic search and calculation of test results, assessment of personnel performance, etc.)
- In addition, automated personnel training systems made it possible to make the educational process remote, the calculation of test results instantaneous, and the selection of individual educational programs for employees - automatic.

Training Courses For Personnel Development

- skills in using various software (for example, training production personnel to use MS Excel, MS Access, MS PowerPoint, MS Visio, etc.)
- sales skills (effective presentation, CRM - customer relationship management, building customer loyalty, etc.)
- skills in the field of personnel management (methods of increasing staff motivation, HR administration, conducting effective interviews, etc.)
- training and development of personnel in the enterprise in the field of finance (the basics of business planning and budgeting for non-professionals), as well as many others
- A special training course, compiled for the training and development of personnel directly in your company, always takes into account:
 - features of corporate strategy
 - long-term and short-term goals of the company
 - invaluable experience of your best specialists

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