



Developing Relationship in Workplace

- Name: Tanvir Noor (2009633)
- Lecturer: Miss. Nishi M Ramsurrun
- Module: Developing Relationships & Workplace Achievement (BMSW5102_LON)
- BA (Hons) Leadership and Management

Honest Burgers Background



Source: <https://www.personneltoday.com/hr/honest-burgers-furlough-communication/>

- 📍 Founded in 2011
- ✂️ Part of Hospitality Industry
- 🏢 It is large Business with 46 branches in London and beyond
- 🏆 Winner of Best Restaurant Operator in 2018
- ★ Winner of Restaurateur of the Year in 2021
- 👥 One of the Strength is the People

- Lutrario, (2018).
- The Caterer, (2021).

HR Officer
Knowledge, Skills
and Behaviour
Required

Being an Excellent Consultant and Collaborator

Developing New Business Policies on Various Issues

Promote Equality and Diversity within the Company Culture

Recommend the Types of Compensation and Non-Monetary Compensation.

HR Officer K-S-B Required



Responsible for
Recruitment
Process



Training and
Supporting New
Staff



Create and
Update Employee
Handbook



Managing
Employee Payroll
Records

HR Officer K-S-B Required



Negotiation
Skill



Conflict
Management



Knowledge of
Employment
Law



Identify
Training and
Development
Needs for
Employee



Developing
Strategic
Employee
Planning

Training and Development Required



Preparing Handbooks
for Employees



Employment
Contracts



Consulting on HR
Issues

Training and Development Required



HR Software



Managing Complex
Data and Make
Suitable use of
Information



People Management



Presentation Skills

Benefits of Training to the HR officer

Develop
Technologies
Skills

Gaining
Career
Competencies

Helping
People

Self-
Confidence

Benefits of Training to the organisation



Helps to Expand their Knowledge



Obtaining Competitive Advantage in Market



Reduce Employee Turnover and Employees Would Become More Productive



Increased Work Environment Performance

- Majeed, Shakeel (2017, p. 498)
- Jehanzeb, Bashir (2013, p. 247)

Conclusion

- The key knowledge, skill and behaviour expected of HR officer by the organisations.
- Training and Development required as a trainee.
- Benefits would obtain the Organisation and the trainee HR Officer.
- Investing in human resource training would consequently enhance employee productivity and satisfaction.

References

- Lutrario, J., (2018) “*Restaurant’s R200 Awards winners announces*”. [Online] Available at: <https://www.bighospitality.co.uk/Article/2018/12/04/Restaurant-s-R200-Awards-winners-announced> (Accessed: 8 Dec 2021).
- Jehanzeb, K., Bashir, N.A., (2013) “*Training and Development Program and its Benefits to Employee and Organization*”, 5(2), p. 246-249. [Journal] Available at: <https://www.dcvmn.org/IMG/pdf/3947-5999-1-pb.pdf> (Accessed: 2 Dec 2021).
- Majeed, A., Shakeel, S., (2017), “*IMPORTANCE OF TRAINING AND DEVELOPMENT IN THE WORKPLACE*”, 8(4), p. 498 [Journal] Available at: <https://www.ijser.org/researchpaper/IMPORTANCE-OF-TRAINING-AND-DEVELOPMENT-IN-THE-WORKPLACE.pdf> (Accessed: 2 Dec 2021).
- The Caterer, (2021). [Online] Available at: <https://www.thecaterer.com/business/profiles/cateys-2021-restaurateur-group-honest-burgers> (Accessed: 8 Dec 2021).

The background features a series of concentric circles in light gray, some solid and some dashed, creating a sense of depth and movement. A large, solid blue oval is positioned in the center-right of the frame. A thick, dark gray curved line sweeps from the bottom left towards the blue oval, partially overlapping it.

THANK YOU

Appendix

Appendix B

Personal Skills Audit

Name	TANVIR NOOR
Job role:	Human Resource Officer

Please tick as appropriate to indicate how you would rate your skills in relation to the following work / functional areas.

Information Technology	Very good	Good	Adequate	Little or no experience
Use Microsoft Office Word	✓			
Use Excel spreadsheet			✓	
Use a Database		✓		
Use specialist HR software			✓	✓
Use the Internet	✓			
Use e-mail	✓			
Use PowerPoint	✓			

Communication Skills	Very good	Good	Adequate	Little or no experience
Drafting contracts of employment			✓	
Taking notes of disciplinary		✓		
Write reports		✓		
Produce material to support presentations			✓	
Delivering a training session		✓		
Resolving disputes/complaints		✓		
Interviewing		✓		
Advising on HR issues				✓

Problem solving skills	Very good	Good	Adequate	Little or no experience
Make good use of verbal reasoning skills, able to handle complex data and make selective use of information			✓	

Explore more than one solution in order to solve a problem		✓		
Consider the ideas of others to help solve problems	✓			

Supervisory Management

How much experience have you had in your role?	☐ < 1 month	1-3 months	> 3 months
			✓
How many people have you managed at any one time?	☐ None	1-5	Above 5
		✓	

I declare that the information given in this form is true

Signed	Tanvir Noor
Date	6/12/2021