

TRAINING AND DEVELOP NEEDS FOR A HUMAN RESOURCE OFFICER

STUDENT NAME: MIRICA TEODOR-IOAN

STUDENT NUMBER:1808623

LECTURER NAME : ZE ZOOK

MODULE NUMBER:BMSW5102

INTRODUCTION

- The role of a Human Resource manager in a company is to ensure that the human resources are strategically in line with the organization intents and plans.
- Before the **role** of Human resource manager, first is to describe what is an HRM. HRM is a **process** which includes different actions directly appointed to HRM and stand for employing, training, compensate, develop policies who relate to directly to employees.
- Coming back to the role of an HR and as describe above, it has the responsibility to enhance personal development plan of an employee, from the point where the employee entered the company till the end of a career, HRM will be in charge of making sure the individual is progressing and experiences company's support throughout the entire process.



HUMAN RESOURCE OFFICER

- The company used in order to visualize how an HR must perform, will be Byron Hamburgers, which is restaurant with over 60 restaurants across UK.
- Recently the company decided to hire a new graduated individual to perform in HR department. An adequate training must take place so that the new HR officer can take the full responsibility of his upcoming duty and tasks.



HUMAN RESOURCES COMPETENCIES AND SKILLS

KNOWLEDGE

1. Knowledge of the business.
2. Organizational Knowledge.
3. Knowledge in “Best Practice” in Human Resources.
4. Knowledge of Labor Legislations.

SKILLS

- 1.Strategic thinking and analytical skills.
- 2.Leadership and Management Skills.
3. Effective communication.
- 4.Influencing skills.
- 5.Decision Making.
- 6.Financial Skills.

BEHAVIOUR

- 1.Ethical Behavior
- 2.Personal Credibility
- 3.Fairness

ATTRIBUTE OR BEHAVIOUR

- **A HR should not be too close to anyone in the office.** Dealing with leave applications letters of different employees makes the Human Resource Manager a target of knowing or unknowing by anyone who wishes to disclose first.
- **A HR should be diplomatic,** by when and what to speak is the appropriate approach for a professional HRM.
- **A HR should not be emotional** because of the fact of someone having private affairs and intervening in leaving request or different favors, which is not an accepted behavior from an HRM.
- **A HR should be a long-life learner,** in order to keep updated and in touch with the rapid changes.
- **A HR should be people's lover,** which stands for being a role model for the employees by having a positive attitude and help others to reach their full potential. (Ridhi Arora, 2019)

PERSONAL SKILL AUDIT

NAME: Mirica Teodor-loan				
JOB ROLE Human Resource Manger				
	Very Good	Good	Adequate	Little or No
Use Microsoft Office Word		*		
Use Excel spreadsheet		*		
Use a Database		*		
Use specialist HR software		*		
Use the internet	*			
Use e-mail	*			
Use PowerPoint		*		

CONTINUE

Communication Skills

	Good	Very Good	Adequate	Little or No
Drafting contracts of employment		*		
Taking notes of disciplinary		*		
Write reports	*			
Produce material to support	*			
Delivering a training session	*			
Resolving disputes/complaint	*			
Interviewing		*		
Advising on HR issues		*		

CONTINUE

Problem Solving Skills

	Good	Very Good	Adequate	Little or No
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			*	

CONTINUE

Supervisory Management

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

I DECLERE THAT THE INFORMATION GIVEN IN THIS FORM IS TRUE

DATE	27. August. 2020
SIGNED	Mirica Teodor-loan

IMPORTANCE OF A HUMAN RESOURCE OFFICER IN A COMPANY

- Picturing HR as a “cherry on top of a cake” and a bit more, in our case the HRM not only that gives a nice visual to the company, but it also:
 1. Offers a competitive advantage towards similar organizations.
 2. In order to maintain competitive advantage, organizations needs are human capital who possess great skills and abilities. The person in charge with human capital and delivering talents to the company is the HRM.
 3. Providing direction and motivate employees, when necessary.
 4. A good relation between employer and employees must be maintained, which is managed by the HRM by improving the morale support for workers to strive for better in the company.
 5. Every department productivity and success in an organization, is supervised by the HRM.

(Brentwood Open Learning College, 2016).

TRAINING AND DEVELOPMENT

- Many organizations are devoted to their profession. One of the organizations offering different opportunities is called *Society for Human Resource Manager*, which provides seminars and materials, next to different forums where HR can interact and create a connection, all these are part of a program called *Educational Benefits* supplied by organizations with desires to create their own HRM.

(Study.com, 2020)

DEVELOPMENT

- 1. Understanding the company's objectives.
- 2. Evaluating the capability to be a HR.
- 3. Analysing the current HR function by visualizing goals.
- 4. Estimating company's future HR requirements -**Forecasting HR needs** -Demand-Skills and Employees
-Supply-Skills and Employees.
- 5. Determinating the tools, required for the employees to finish the job- **Management Software**
->Scheduling holidays, holiday entitlement, sick and pay.
- 6. Implementing the HMR strategy-> Recruiting
 - >Organize selection
 - >Hiring
 - >Training.
- 7. Evaluation and Review Actions->Track Progress
 - >Areas of Improvement

ROLE AND IMPORTANCE OF TRAINING AND DEVELOPMENT

- BENEFITS:
 - >Improve employee performance.
 - >Improve employee satisfaction and morale.
 - >Addressing weaknesses.
 - >Consistency.
 - >Increases productivity and standards quality.
 - >Increases innovation and products.
 - >Enhances company reputations and profile.

(20|20 Business Insight Ltd, 2020)

BENEFITS TO THE ORGANIZATION OF DEVELOPING HR OFFICER THROUGH TRAINING AND DEVELOPMENT

- A huge part of a company duties are managed by the Human Resource Manager, starting from image of the company to strategic planning. HR has the duty to enhance an employee's experience through work power which gives strength to the organization.
- 1.Strategic Management.
- 2.Wages and Salary.
- 3.Analyzing Benefits.
- 4.Safety and Risk Management.
- 5.Minimizing Liability Issues.
- 6.Employee Satisfaction.
- 7.Training and Development.
- 8.Hiring Process.

(Ruth Mayhew, 2019)

<https://smallbusiness.chron.com/10-reasons-hr-important-organization-22424.html>. Accessed 28.August.2020.

CONCLUSION

Working as a Human Resource Manager in a company requires focus, motivation and patience, in order to perform professionally and efficiently as expected from a HRM professional. Without the adequate HR strategy to recruit high caliber staff, the organization progression will stagnate.

Become and performing as an HRM, is not an easy task, taking in consideration the inflation or deflation, rapid changes in the market and the way people work, and non the less the technology invading human force.

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