

# 'TRAINING AND DEVELOPMENT NEEDS FOR A HR OFFICER' ASSESSMENT 1

**Programme:** BA (Hons) Leadership and Management Skills for the Workplace

**Module name:** Developing Relationships and Workplace Achievements

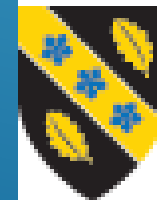
**Module code:** BMSW 5102-A1

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PMP Recruitment

Key of expectation

Required skills

Behaviour

SWOT analysis

Benefits of training and development

Conclusion

References

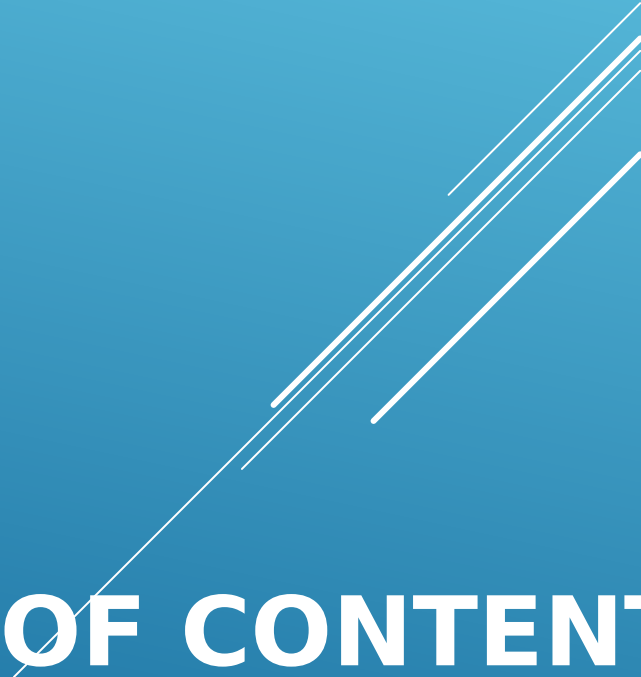
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# **PMP RECRUITMENT**

**is a company that provides  
HR services to a wide range  
of logistic companies**

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# KEY EXPECTATIONS OF HR OFFICER ROLES

- ▶ Creating successful recruiting strategies, immediate and long-term staff requirements
    - develop a clear employer brand
    - create job posts
    - use social media to target candidates
    - create job posts
  - ▶ Advising on pay and other remuneration issues, including promotion and benefits
    - be fair and equitable in the pay practice
    - understand and react to employees' needs
- 
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# SKILLS THAT ARE REQUIRED BY HR PROFESSIONALS

Time management  
Communication  
Confidentiality  
Adaptability  
Problem solving

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# BEHAVIOURS THAT ARE REQUIRED BY HR PROFESSIONALS

- ▶ Calm
  - ▶ Transparency and trustworthiness
  - ▶ Purpose oriented
  - ▶ Solution oriented
  - ▶ Adaptability
- 
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|                                                                                                                                                       |                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strengths</b> What do you do well? What unique resources can you draw on? What do others see as your strengths?                                    | <b>Weaknesses</b> What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses? |
| Calm<br>Problem solver<br>Diplomat<br>Trustworthy                                                                                                     | Hesitant in asking questions<br>Time management<br>Don't feel comfortable in long meetings                                            |
| <b>Opportunities</b> What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities? | <b>Threats</b> What threats could harm you? What is your competition doing? What threats do your weaknesses expose to you?            |
| Can learn corporate and business ethics<br>Can learn new job responsibilities                                                                         | Competition from others that have similar qualification/experience<br>Job uncertainty                                                 |

# THE POTENTIAL BENEFITS TO THE ORGANISATION OF DEVELOPING ME AS AN HR OFFICER THROUGH EFFECTIVE TRAINING AND DEVELOPMENT.

- ▶ Have the knowledge of the best practices and latest policies in the field
  - ▶ Gain confidence in the HR role
- 
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- ▶ Improve company culture and build trust within the company
- ▶ Decrease the retention

THE POTENTIAL BENEFITS TO THE INDIVIDUAL OF  
DEVELOPING ME AS AN HR OFFICER THROUGH  
EFFECTIVE TRAINING AND DEVELOPMENT.

Investing in a HR reduce costs that comes from retention

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**CONCLUSION**

- ▶ Subscribe-HR( 2017) HR Blog- HR Best Practice, Thought Leadership and HR Technology Updates. Available at: <https://www.subscribe-hr.com.au/blog/top-5-behaviours-of-successful-hr-managers>  
(Accessed on: 15/11/22)
- ▶ PM Jobs what soft skills are required to work in HR. Available at <https://pmjobs.cipd.co.uk/article/what-soft-skills-are-required-to-work-in-hr->  
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- ▶ HR Training Courses for HR Managers. Available at <https://www.keystonetrainingltd.co.uk/latest-from-us/latest-news/the-4-main-benefits-of-hr-training-courses-for-hr-managers/>  
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## REFERENCES