

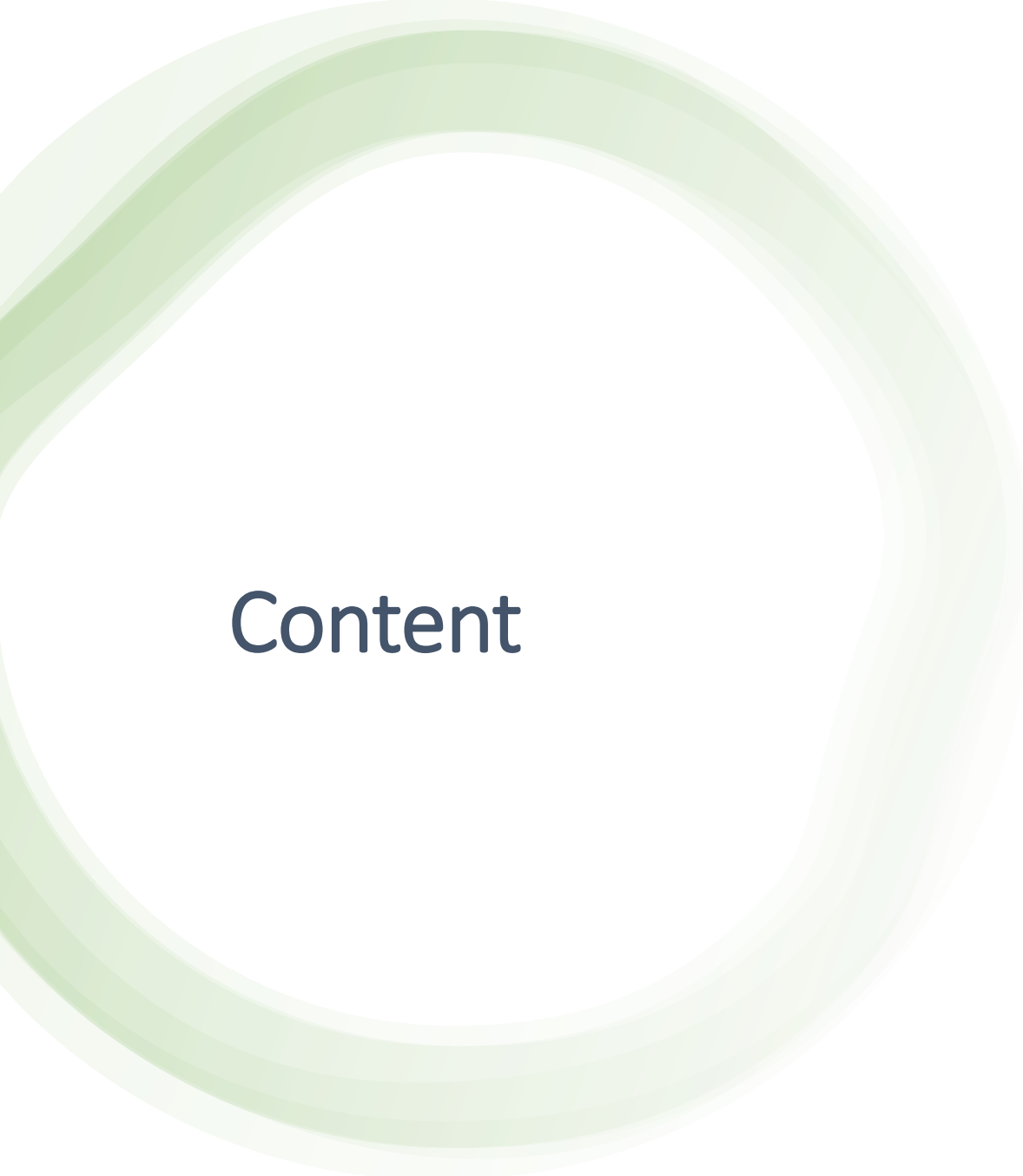
‘Training and Development needs for a HR officer’

Assessment 1

- **Course:** BA (Hons) Leadership and Management Skills for the Workplace
- **Module name:** Developing Relationships and Workplace Achievements
- **Module code:** BMSW5102-A1
- **Student name:** Gabriel Munteanu
- **Student ID:** 1919362
- **Lecturer name:** Ejiro Esowode
- **Date:** 20/11/2022



University of Wales
Trinity Saint David



Content

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8. Potential benefits of the individual after training as an HR Officer

- Jack Cohen founded Tesco in 1920 when he began to sell surplus groceries from a stall at Well Street Market in the East End of London.
- The first Tesco store was opened in 1929 in Burnt Oak, Edgware. The first self-service store was opened in St. Albans in 1956, and the first supermarket in Maldon in 1956.
- Tesco is a global grocery and general merchandise retailer headquartered in Cheshunt, United Kingdom. It is the third-largest retailer in the world measured by revenues and the second-largest measured by profits.



Key expectations of an HR Officer

Knowledge required by HR Professionals

Employment Rights Act 1996 and 1999

The Equality Act 2010

Health and Safety at Work etc. Act 1974

Maternity and Parental Leave etc. Regulations 1999

Part-Time Workers Regulations 2000

Agency Workers Regulations 2010

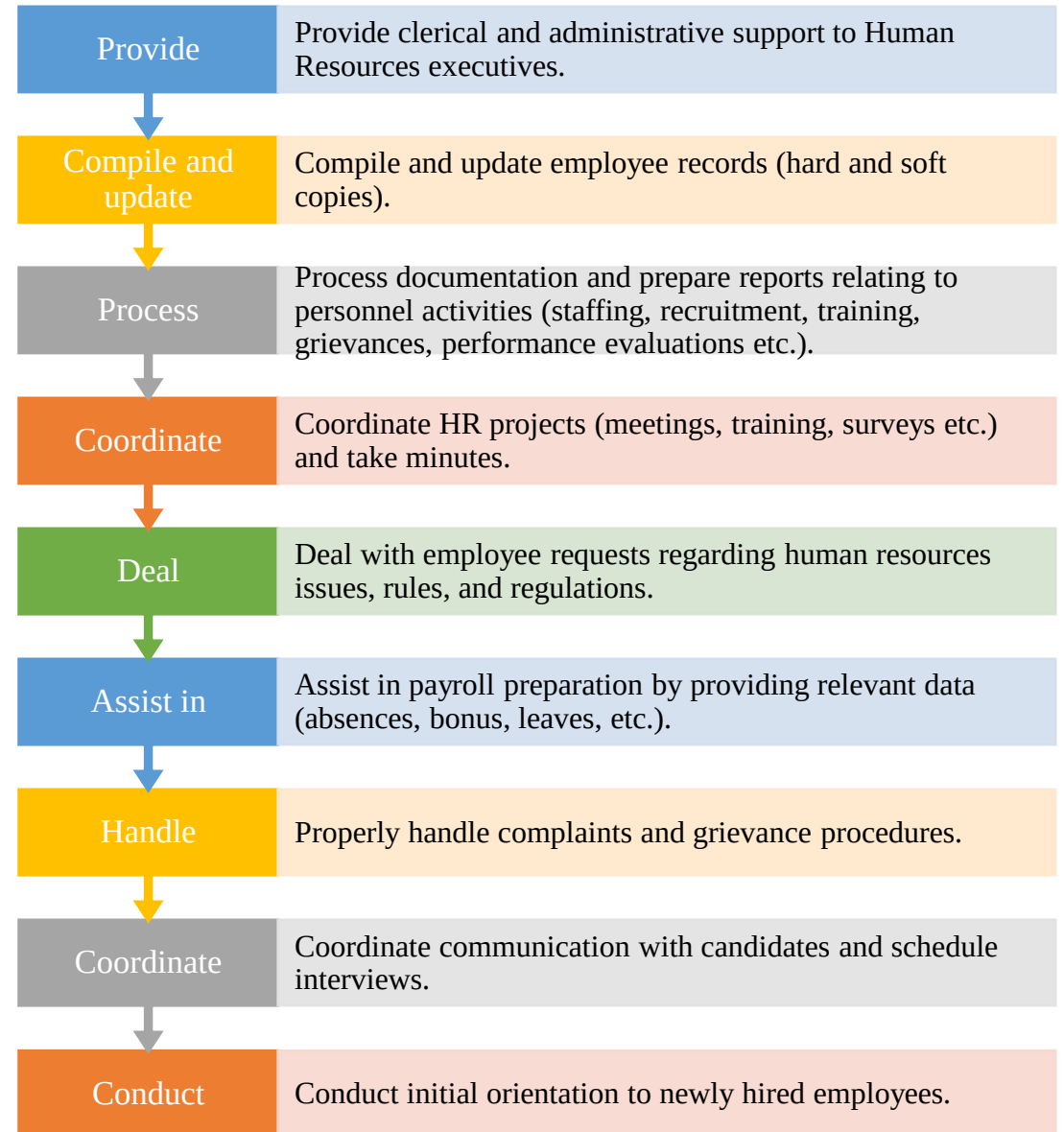
The Parental Bereavement (Leave and Pay) Act 2018

National Minimum Wage Act 1998

Data Protection Act 2018

The Working Time Regulations 1998

Responsibilities of HR Professionals



Business awareness and management skills

Interpersonal skills to form effective working relationships with people at all levels

IT and numeracy skills, with strong IT skills required if managing/operating computerised payroll and benefits systems

Organisational and planning skills

The ability to analyse, interpret and explain employment law

Integrity and approachability, as managers and staff must feel able to discuss sensitive and confidential issues with you

Curiosity and a willingness to challenge organisational culture where necessary

Teamworking skills and the ability to collaborate well with others

Influencing and negotiating skills to implement personnel policies

The ability to work well under pressure

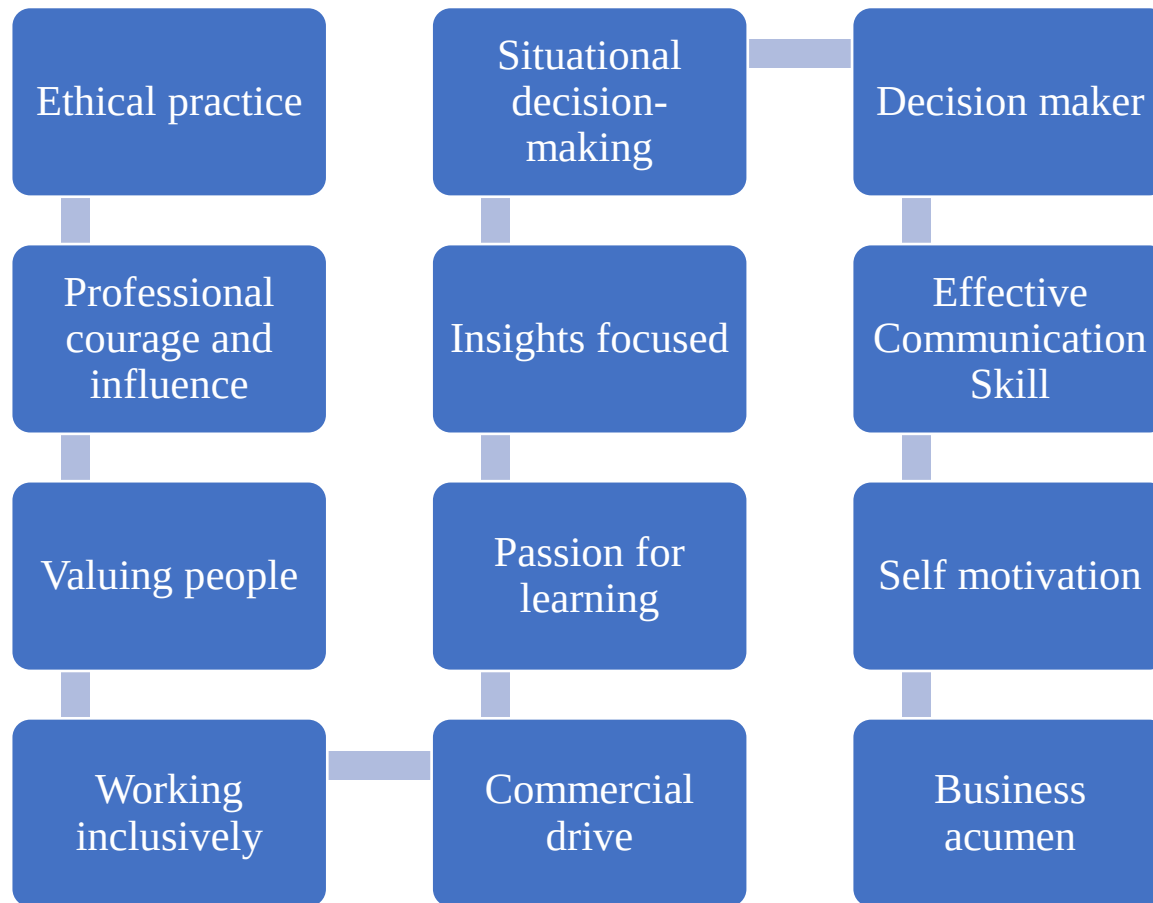
The ability to juggle multiple tasks and to prioritise your workload

Potential to handle a leadership role

Cultural awareness and language skills.

Skills required by HR Professionals

Behaviours required by HR Professional



SWOT Analysis

Strengths:

- What do you do well?
 - What unique resources can you draw on?
 - What do others see as your strengths?
-
- Based on my previous work experiences, I can be very motivated in any difficult situation.
 - I am a proficient user of Microsoft Office.
 - I can use the Internet and Email very well.

Weaknesses:

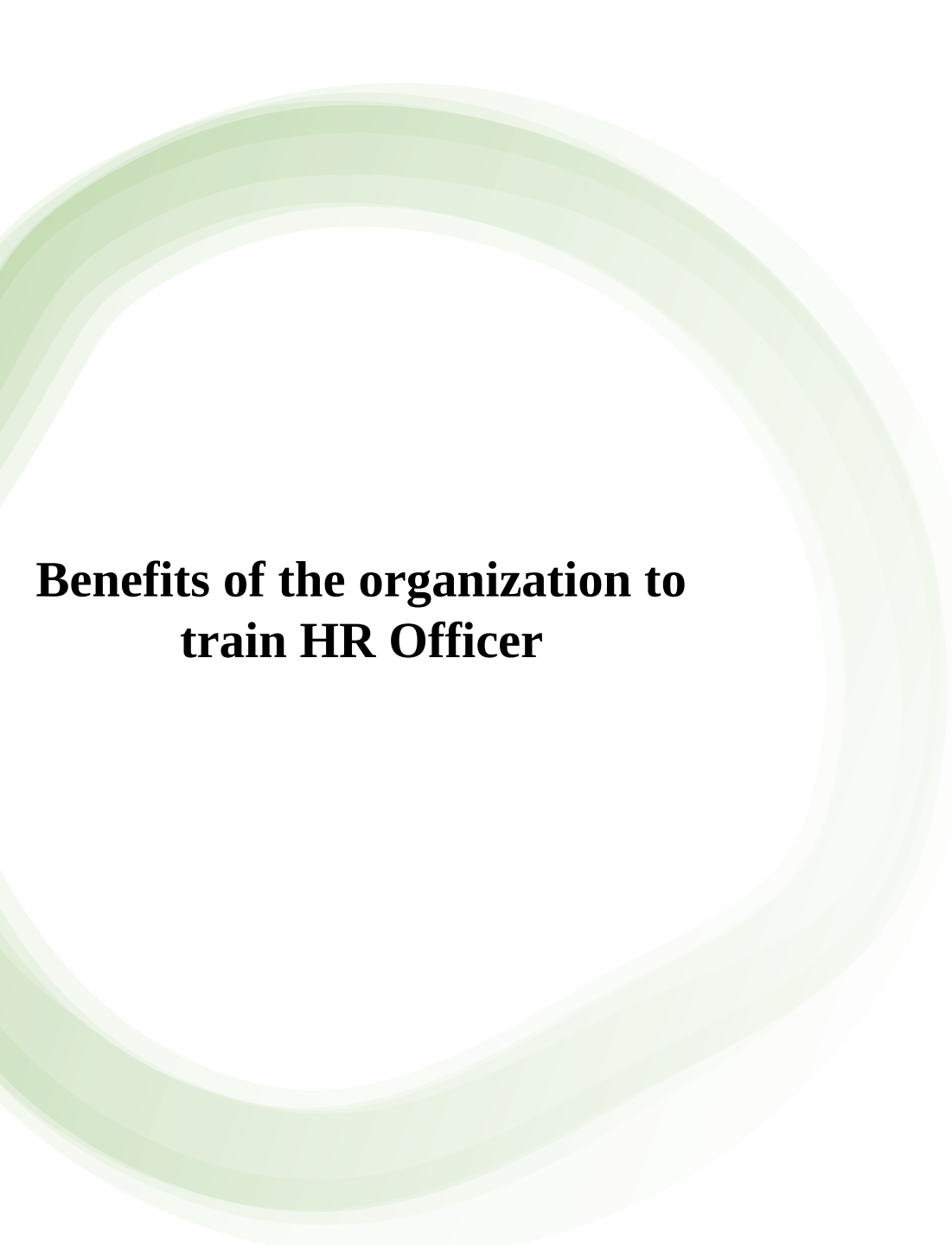
- What could you improve?
 - Where do you have fewer resources than others?
 - What are others likely to see as weaknesses?
-
- I need to develop my communication skills.
 - I have to learn the best way of giving training to others.
 - I have an understanding about PowerPoint, but I still have a lot to learn.

• Opportunities:

- What opportunities are open to you?
 - What trends could you take advantage of?
 - How can you turn your strengths into opportunities?
-
- The profession of HR Officer will help me to provide personalised services to employees and help them develop their career.
 - This post will provide me the opportunity to gain and enhance my managerial skills.

• Threats:

- What threats could harm you?
 - What is your competition doing?
 - What threats do your weaknesses expose to you?
-
- This post needs good management of larger groups.
 - There can be more vocal members in the team that can overshadow my managerial role as I am not well versed with public speaking.

A large, stylized green circular graphic on the left side of the slide, composed of several concentric, slightly offset rings in various shades of green, creating a sense of depth and movement.

Benefits of the organization to train HR Officer

Elevating people management

Training future leaders

Employee empowerment

Increased workplace engagement

Recruit best employee

Improve employee output

Build proper work atmosphere

Increase productivity and compliance with standards

Increase innovation in new strategies

Improve the corporate image

**Potential benefits of the
individual after training as
an HR Officer**

Increased satisfaction and motivation

Opportunity to learn and develop

Prepared to assume new responsibilities

Increased HR profile

Increased ability to learn quickly

Learn to develop good relation

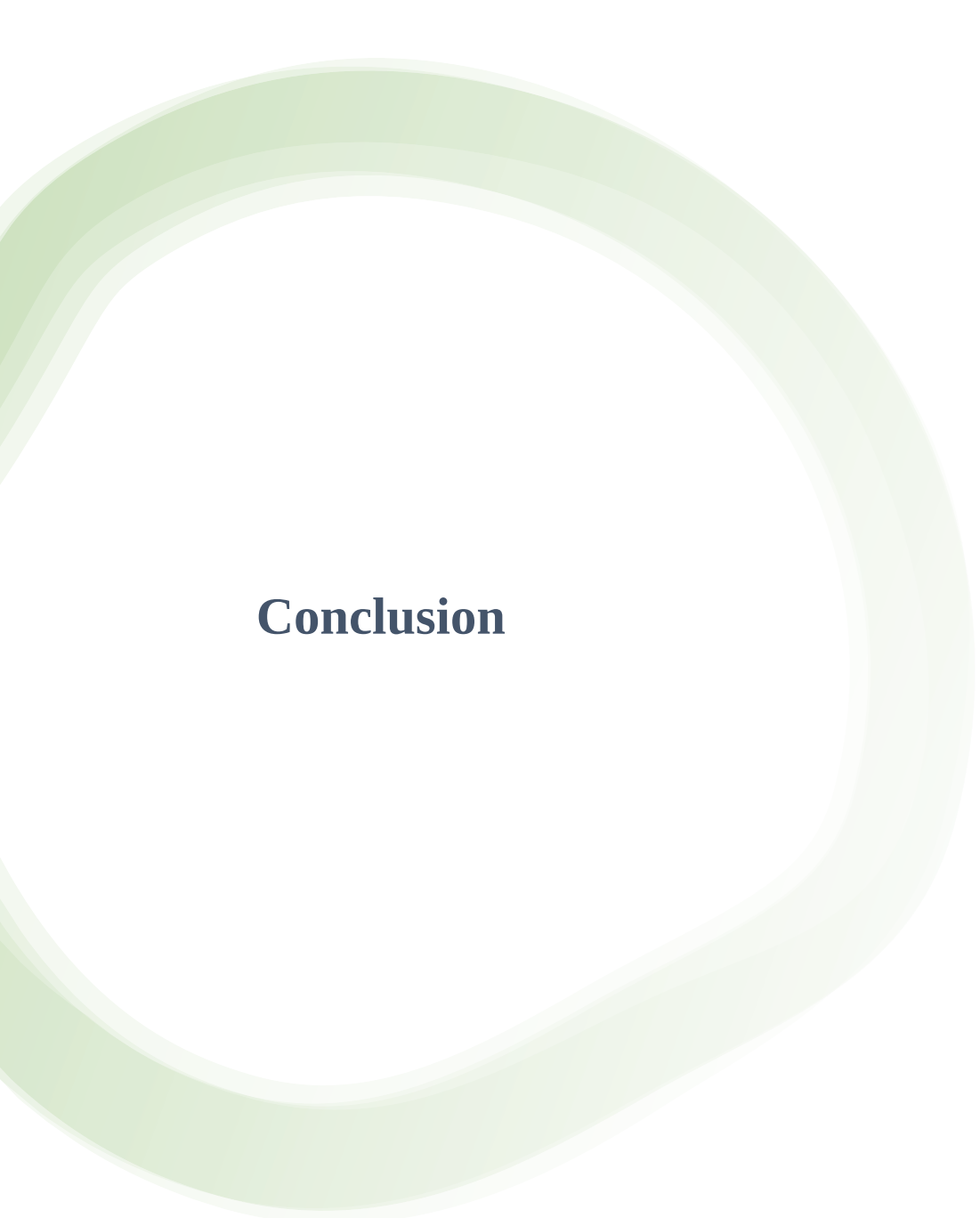
Learn to be a proper counsellor and a mediator

Presentation skills

Communication skills

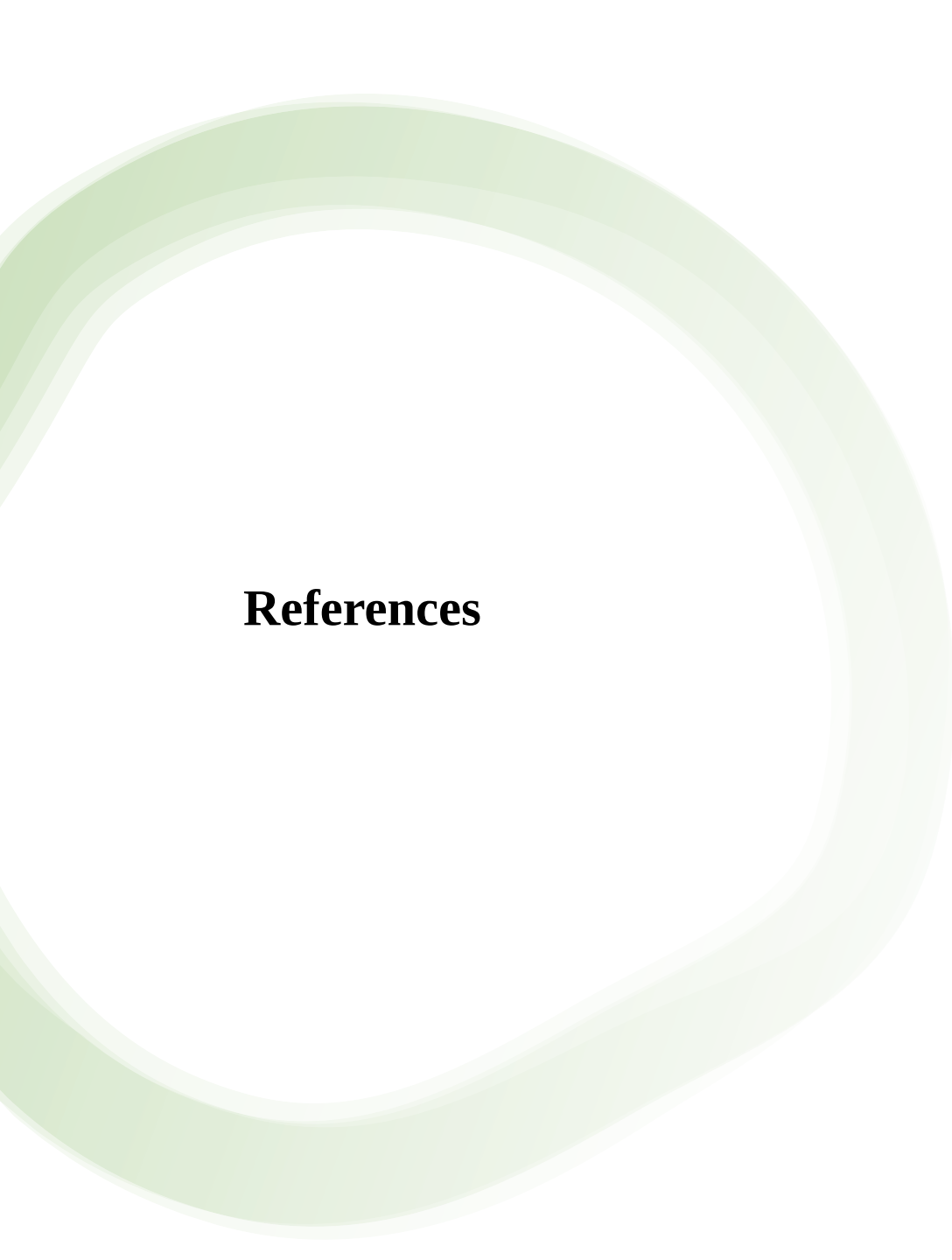
Leadership skills

Business writing

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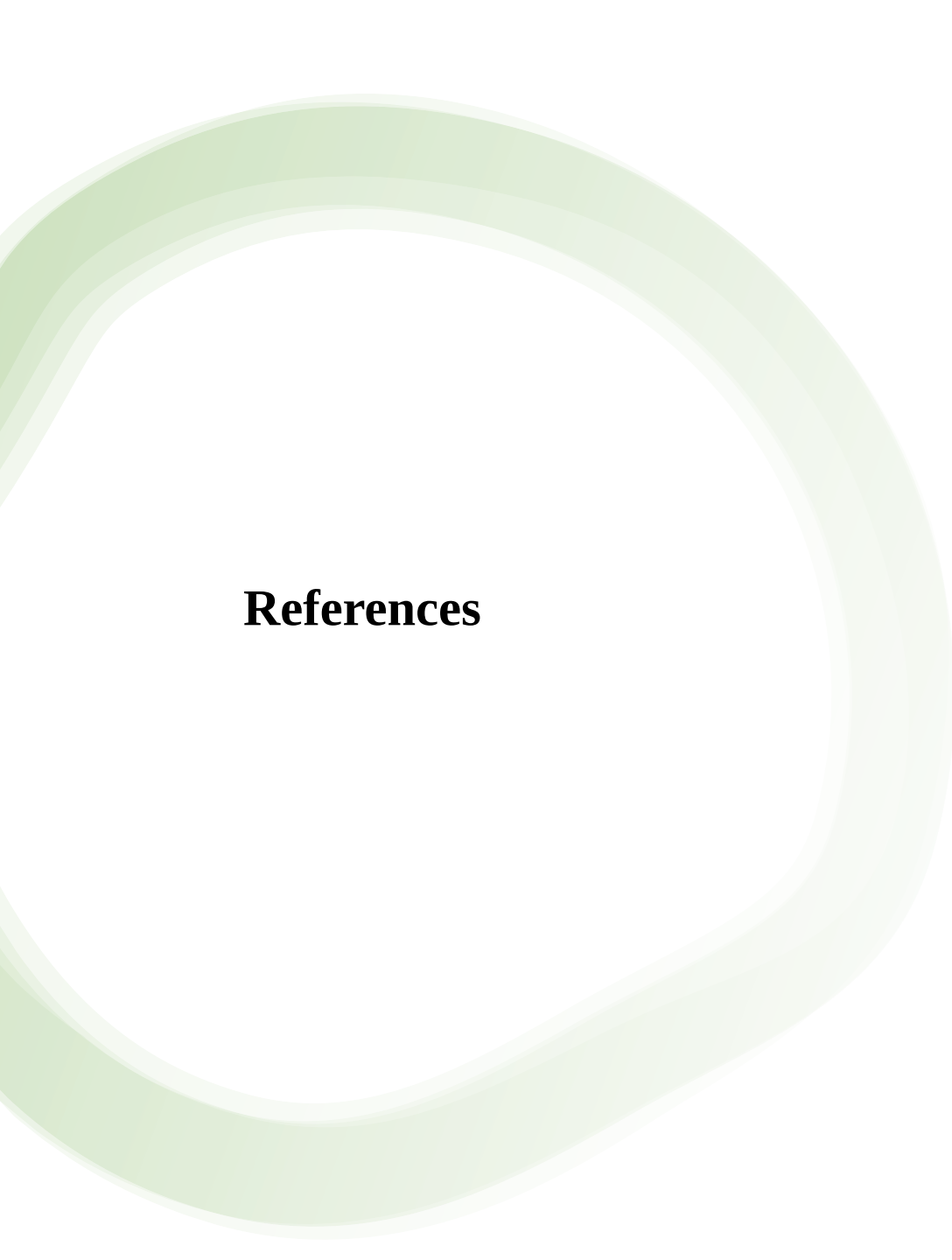
Conclusion

From the above discussion, it can conclude in such a way that Human Resource is a continuously developing field, and it plays a significant role in an organization's overall performance. In today's world, Human Resource Management plays a very significant role in daily life. Committed and trustworthy employees are the most important factors in becoming an employer of choice, so it is no surprise that companies and organizations face significant challenges in developing energized and engaged workforces. There is an abundance of research to demonstrate that increased employee commitment and trust in leadership can positively impact the company's bottom line. The objective of every company should be to improve the desire of employees to stay in the relationship they have with the company.



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Name Gabriel Munteanu
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.

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

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

	Very good	Good	Adequate	Little or no experience
Problem solving skills				
Make good use of verbal reasoning skills, able to handle complex data and make selective use of information			X	
Explore more than one solution in order to solve a problem		X		

Consider the ideas of others to help solve problems		X		
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Supervisory Management			
How much experience have you had in your role?	☐ < 1 month X	1-3 months	> 3 months
How many people have you managed at any one time?	None — X	1-5	Above 5

I declare that the information given in this form is true	
Signed	Gabriel Munteanu
Date	15/11/2022

