



Course Name: BA (Hons) Leadership and Management Skills for the Workplace

Assignment Title: Individual Presentation on - 'Training and Development needs for a HR officer'

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Introduction

- An Hr professional or business HR consultant is a crucial managerial body for an organisation that has direct and strong relationship with productivity in terms of employee performance and skill well-being.
- The HR personnel would take the multiple functional responsibilities including training and development of employee
- The presentations appropriate knowledge, skills and behavior associates with the requirement of HR professionals across the departments of an organisation from a view of HR personnel of an organisation
- It also identifies the need and importance of acquiring appropriate knowledge, skills and behavior at the organisation.
- At the end, this study has critically assessed the potential benefits to the organizations and individuals of developing through effective training and development.



(Roberts, 2018)

Appropriate knowledge, skills and behaviors (KSB) that are required by HR professionals across the departments

- According to the basic requirements designed by HR professionals at the organisation, people in the organization have to obtain several potential knowledge, skills, and behavior in order to comply with organizational fitness.
- As a developed personality, an employee should have decisive thinking skills in order to analyze critical situations quickly.
- An employee should adopt collaborative and team management skills within an organization in order to work effectively under a team.
- Technical skills such as web development skills, well-versed on internet suffering, soft-skills, and machine learning skills are the most required skills of an employee.



(Roberts, 2018)

Appropriate knowledge, skills and behaviors (KSB) that are required by HR professionals across the departments

- An employee has to obtain good knowledge about the external and internal environment of the organization.
- In addition to this, an organization has to acquire professional knowledge in its areas of specialism.
- Employees should adhere to the mission and vision of the organization. In order to make an immense contribution and whole devotion towards job responsibilities
- An appropriate knowledge on functional activities and algorithm of an organisation
- Apart from that, the employee should have decent the role model of the organization



(Roberts, 2018)

Refer to Appendix A for an overview of HR Officer Responsibilities.

- HR officers have introduced several managerial practices within the organization associated with workforce development.
- The main responsibilities of HR include Recruiting or Hiring, onboarding, selection, Job offer, training and development, counseling, and termination of an employee.
- An HR officer prepares a job description and manages the total workforce that exists in the organization. It also minimizes the workforce wastage at the organization.
- Moreover, its responsibilities include the assessment and evaluation of employee performance, providing appreciation and organization, and also focusing on optimizing the effectiveness of the employee. The major responsibilities include employee hiring, interviewing, selection, job offer, work efficiency assessment, training and development, and job orientations (Saling and Do, 2020). It also includes job preparing, job allocation, and job assessments.



(Roberts, 2018)

Identification of training and development needs considering the knowledge, skills and behaviors'

- Training and development allows employees to obtain professionalism and abilities that sharpen organizational fitness within an organization.
- It had increased productivity by minimizing potential deviation in the context of providing optimal quality to the organizations
- Training and development ensures positive attitudes and behavior of the employee towards their job responsibilities and curriculum.



(Roberts, 2018)

Identification of training and development needs considering the knowledge, skills, and behaviors

- Time will adhere to discipline and time management requires at the organization
- Employees would be satisfied when they realize the organization has focused on the existing skills of the employee and offers training and development programs.
- An effective training and development practice can enhance their skills, knowledge, and behavior at the workplace.
- It finds expertise and welcomes the growth of an employee.
- An effective training and development program sustains employees' expectations and also promotes a strong relationship with the organisation.



(Roberts, 2018)

Critically assess the potential benefits to the organisation and individual of developing you as an HR officer through effective training and development.

- It enhances productivity and level of the profit margin of the organization
- Training and development utilizes the entire workforce and minimizes the workforce wastage at the corporate level.
- It reduces the employee turnover rate and attracts more fresh employees to the organizations
- As the employees of organizations can establish their morality with practicing training, they become more passionate regarding their responsibility.



(Roberts, 2018)

Critically assess the potential benefits to the organization and individual of developing you as an HR officer through effective training and development.

- Training and development welcome promote new skills and capabilities within the organization and it will bring potential opportunities for the company
- As effective training and development processes boost workforce engagements, an organization can prevent workforce idleness from the business model.
- It leads to peer collaboration and integrated participation of the employee.
- The team management skills and time management skills acquired by the training and development process helps to demonstrate collaborative skills within the organization



(SINGH, 2020)

Critically assess the potential benefits to the organisation and individual of developing you as an HR officer through effective training and development.

- The training and development practices have developed employee motivation
- The organization can able to implement innovative strategy and strategic plans for the organizations
- It also enhances the brand value of an organization and helps in the process of risk management.
- Training and development processes also help to bring digital transformation and fill the skills gap of individual or group of the company



(SINGH, 2020)

Conclusion

- The above study has demonstrates the role of HR Officers in the giver scenario
- It shows how the organizational need and requirements regarding skills and knowledge development have emerged with the organizational growth and success
- The presentation also shows the impacts of appropriate training and development practices within the organizations.

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Appendix B: Personal Skills Audit

Name

Job role: Human Resource Officer

Thank You

