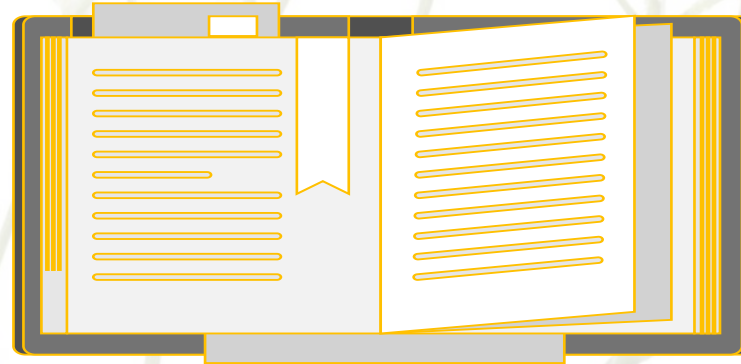


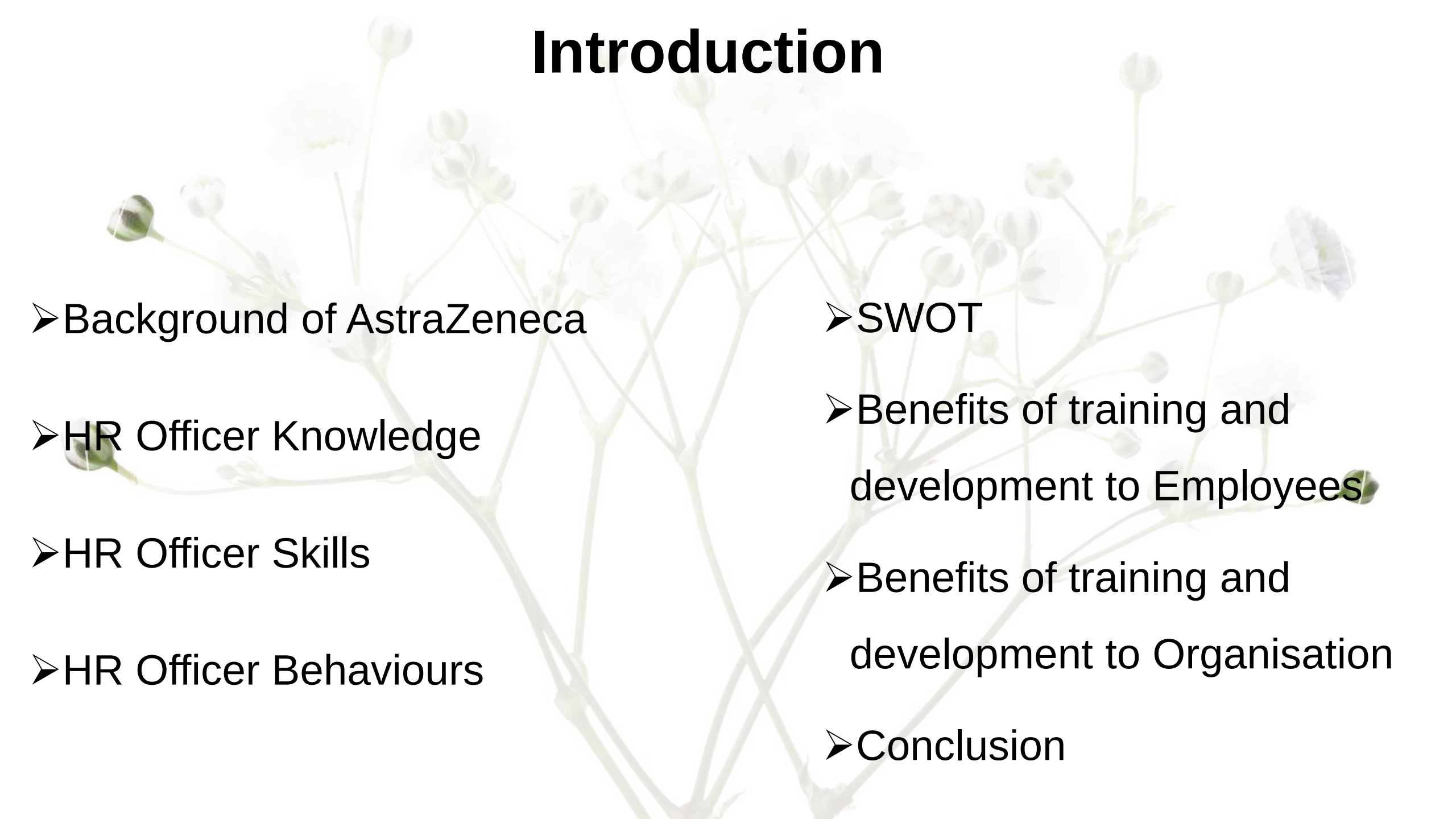
Training and Development HR Officer AstraZeneca



**Ivo Gazepov
2133589**

**Lecturer
Charles Nwaogwugwu**

Introduction



➤ Background of AstraZeneca

➤ HR Officer Knowledge

➤ HR Officer Skills

➤ HR Officer Behaviours

➤ SWOT

➤ Benefits of training and development to Employees

➤ Benefits of training and development to Organisation

➤ Conclusion

AstraZeneca



Astra was founded in Sweden in 1913

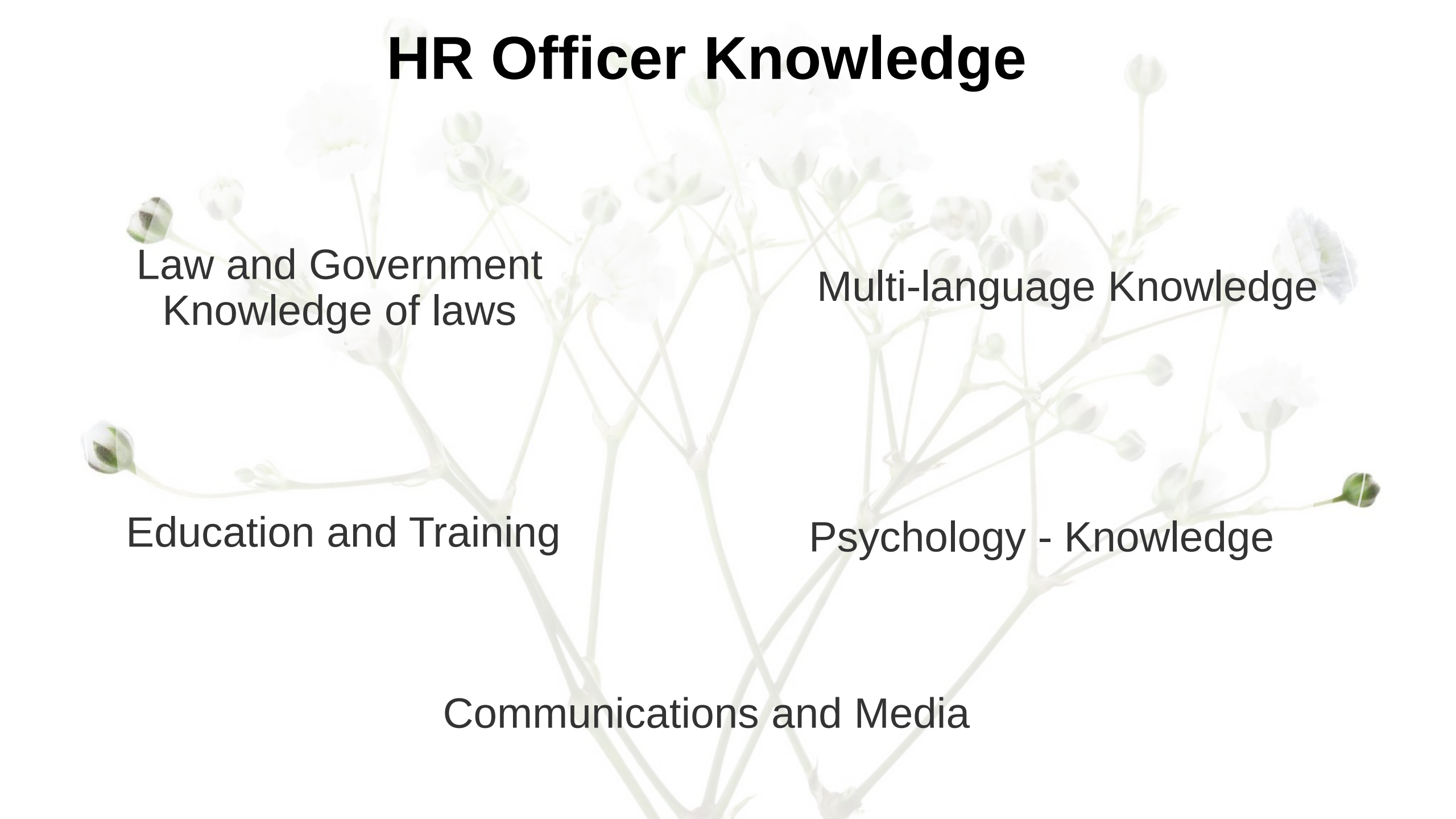
In 1999 Astra and Zeneca merge, creating AstraZeneca

Today, AstraZeneca employees 83,500 people (as of 2022) in over around the world.

AstraZeneca Operated 60 countries

Globally 95 different location in the world

HR Officer Knowledge



Law and Government
Knowledge of laws

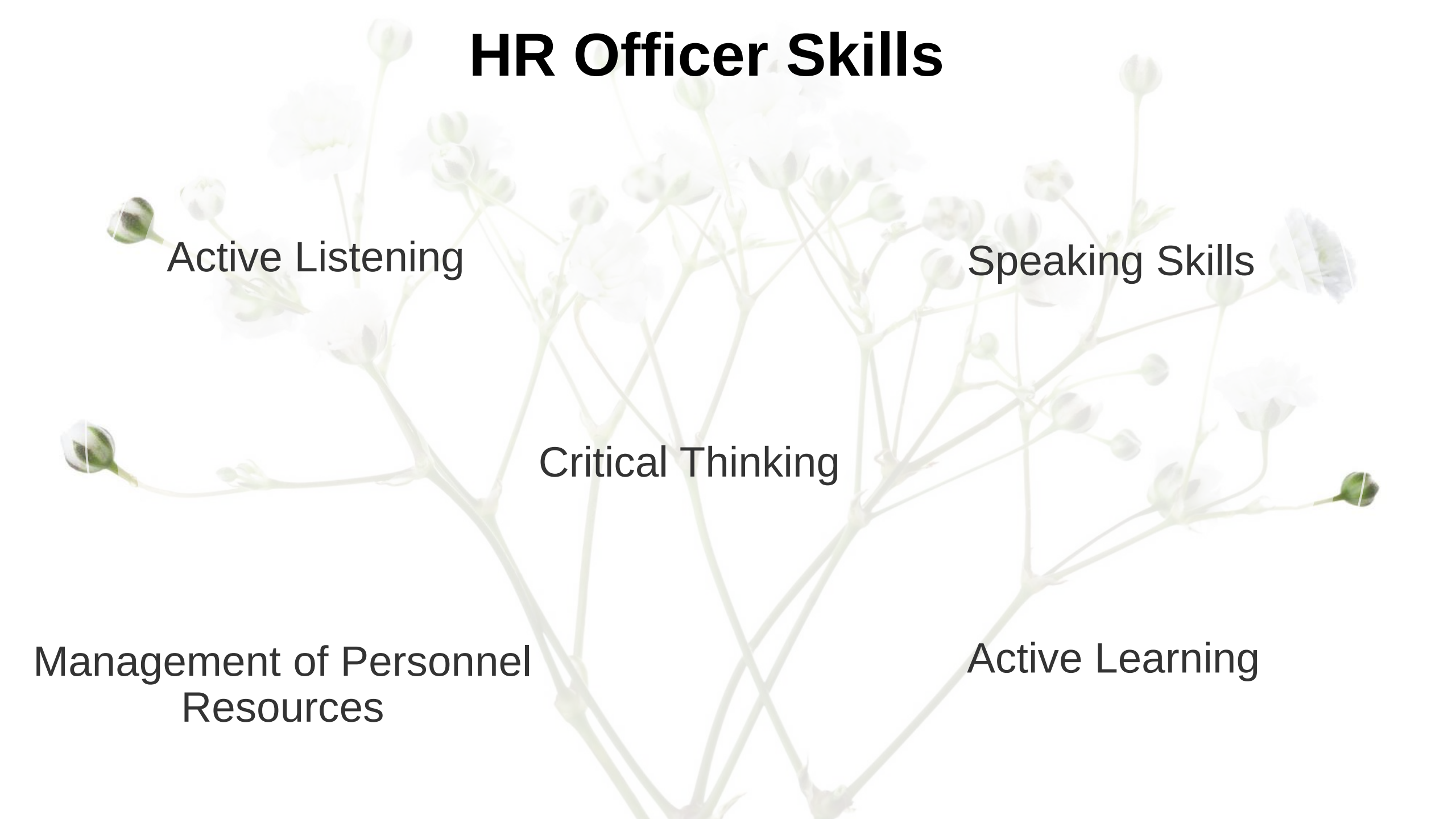
Multi-language Knowledge

Education and Training

Psychology - Knowledge

Communications and Media

HR Officer Skills



Active Listening

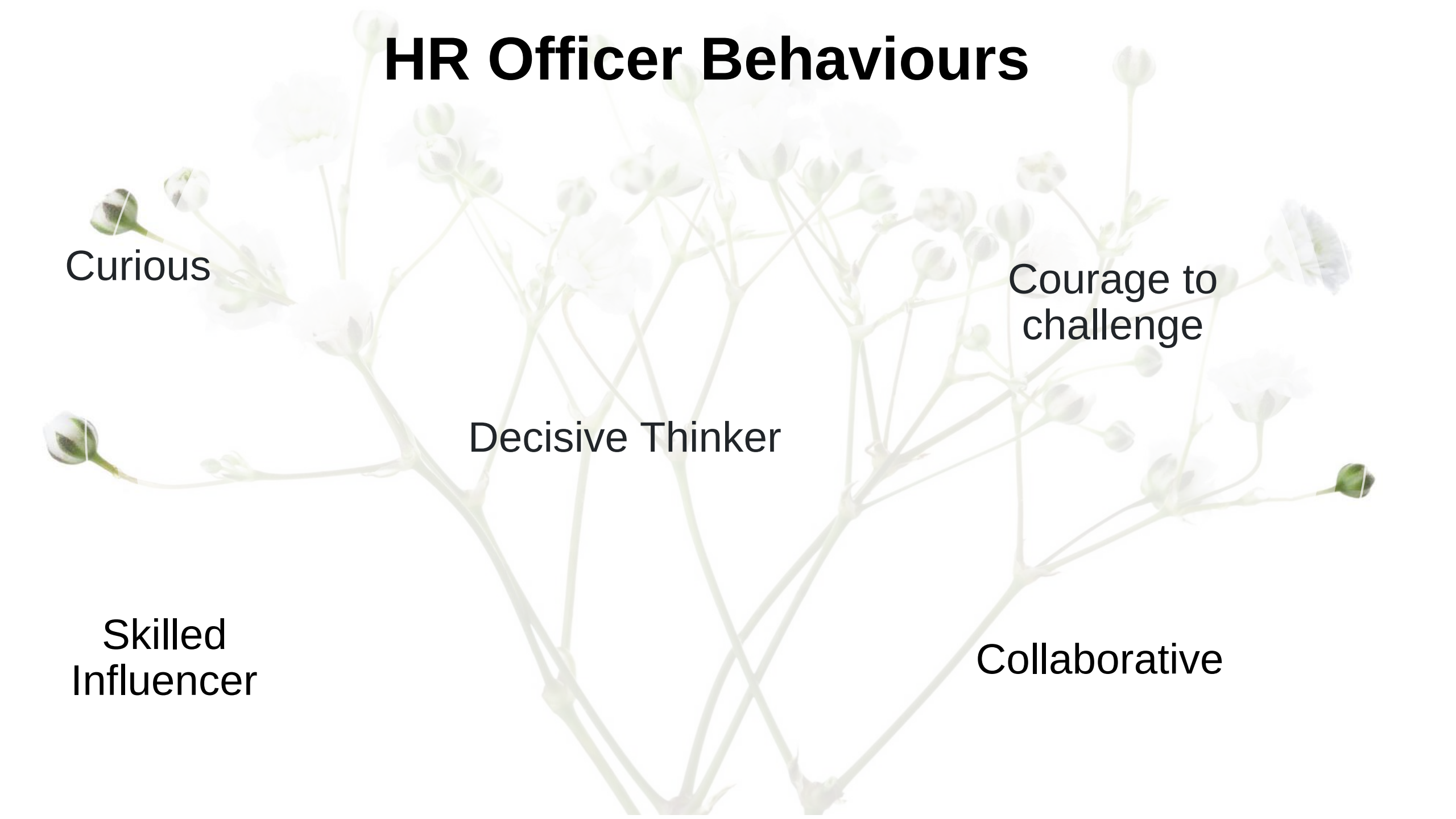
Speaking Skills

Critical Thinking

Management of Personnel
Resources

Active Learning

HR Officer Behaviours



Curious

Courage to
challenge

Decisive Thinker

Skilled
Influencer

Collaborative

SWOT Analysis

Strengths

- Use internet
- Use PowerPoint
- Use E-mail
- Use Excel spreadsheet
- Use Microsoft Office Word
- Consider the ideas of others to help solve problems

Opportunities

- Personal Career Stage
- Improving Management Skill
- Problem Solving Skill

Weaknesses

- Use specialist HR software
- Drafting contracts of employment
- Resolving disputes/complaints
- Low level of education
- Supervisory Management

Threats

- Lack of experience HR Department
- Lack of experience Large Organizations

Benefits of training and development to Employees



INCREASING
PRODUCTIVITY



IMPROVE THE
QUALITY OF
WORK



GIVE STAFF MORE
RESPONSIBILITY
AND OWNERSHIP
OF THEIR JOB
ROLE



REDUCE FAULTS,
OR CUSTOMER
COMPLAINTS
WITH
STREAMLINED
PROCESSES AND
MORE
COMPETENT
STAFF



KNOWLEDGE
AND SKILLS UP-
TO-DATE

Benefits of training and development to Organisation

The background of the slide features a delicate, out-of-focus image of white flowers with green stems and buds, creating a soft, naturalistic aesthetic.

Enhance the staff's confidence, credibility, and sense of recognition.

Improves company processes

It revitalises the staff by providing them with fresh perspectives and abilities.

It contributes to enhanced organisational effectiveness

Conclusion

Training staff important guideline

While realising staff training, it is also to motivate the staff and prepare them for the future of the company.

A sustainable training programme will bring success for both the workplace and the employee.

Appendices

Appendix C

Personal Skills Audit

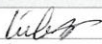
Name: Ivo Gazepov

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		
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				
	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	
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				
Date	10.11.2023			

Appendix B

Strengths

Weaknesses

Use internet
Use PowerPoint
Use E-mail
Use Excel spreadsheet
Use Microsoft Office Word
Consider the ideas of others to help solve problems

Use specialist HR software
Drafting contracts of employment
Resolving disputes/complaints
Low level of education
Supervisory Management

Opportunities

Threats

Personal Career Stage
Improving Management Skill
Problem Solving Skill

Lack of experience HR Department
Lack of experience Large Organizations

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