



University of Wales Trinity Saint David  
Developing Relationships and Workplace  
Achievements

(BMSW5102)

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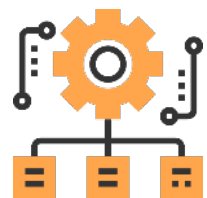
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# INTRODUCTION

- ❑ HR officer need knowledge about Easy jet company profile.
- ❑ Easy Jet is a publicly-traded company, Stocks and symbol.
- ❑ It is headquartered in Luton, UK.
- ❑ Operating through subsidiaries and affiliated companies.
- ❑ The airline is subject to regulation .

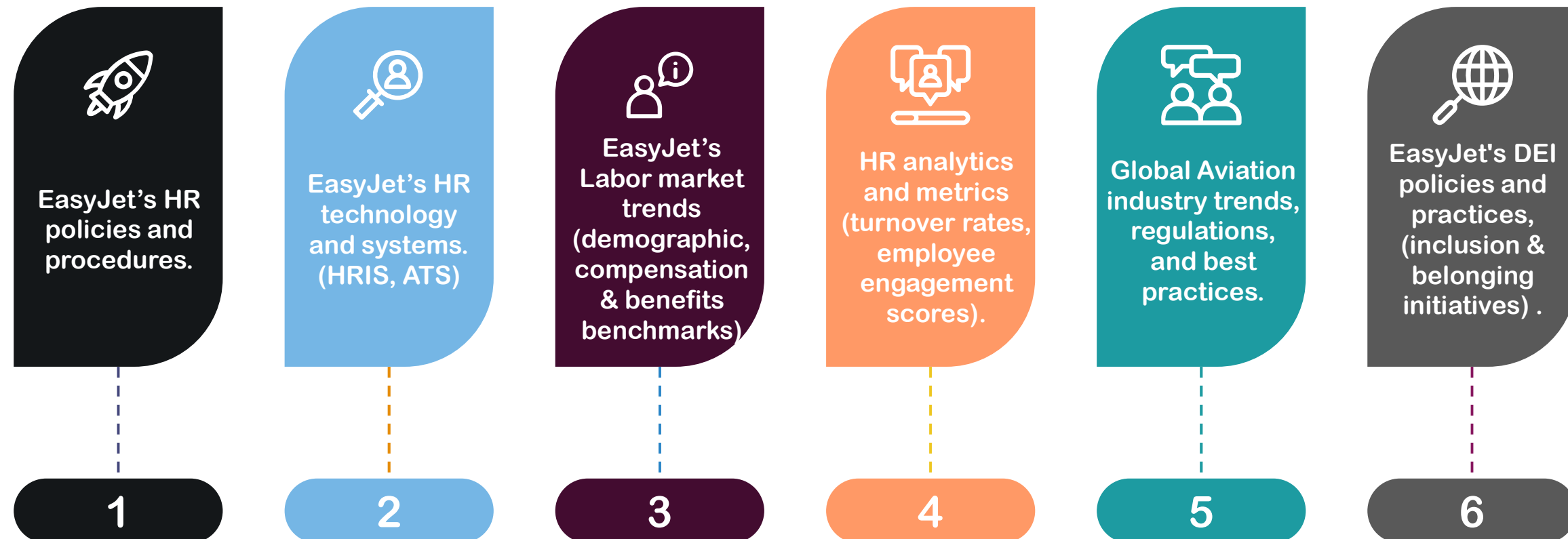


easyJet



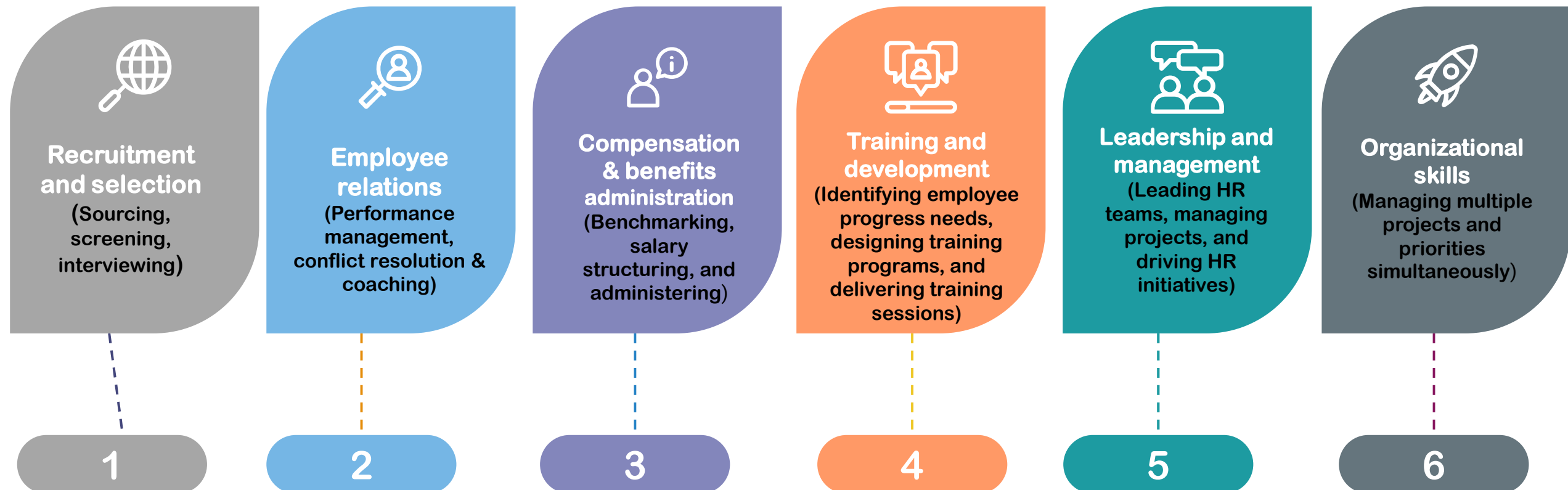
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## KNOWLEDGE required for an HR officer in EasyJet



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## SKILLS required for an HR officer in EasyJet



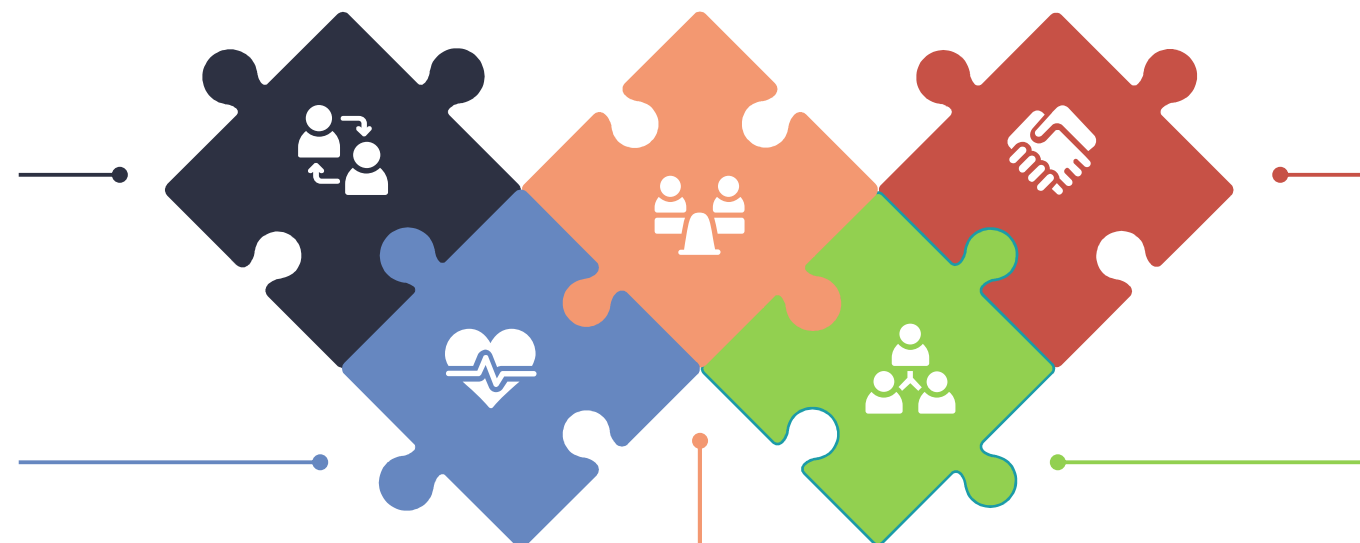
# BEHAVIOUR required for an HR officer in EasyJet

## **Ethical & professional behaviour**

Maintaining confidentiality and discretion.

## **Adaptability and flexibility**

Adjust to changes in the business environment and HR priorities.



## **Empathy & emotional intelligence**

Understanding and managing one's own emotions and responding appropriately

## **Accountability and responsibility**

Taking ownership of HR projects and initiatives and delivering them on time and on budget.

## **Cultural sensitivity and awareness**

Understanding and respecting cultural differences and fostering an inclusive workplace environment.

# TRAINING NEEDS

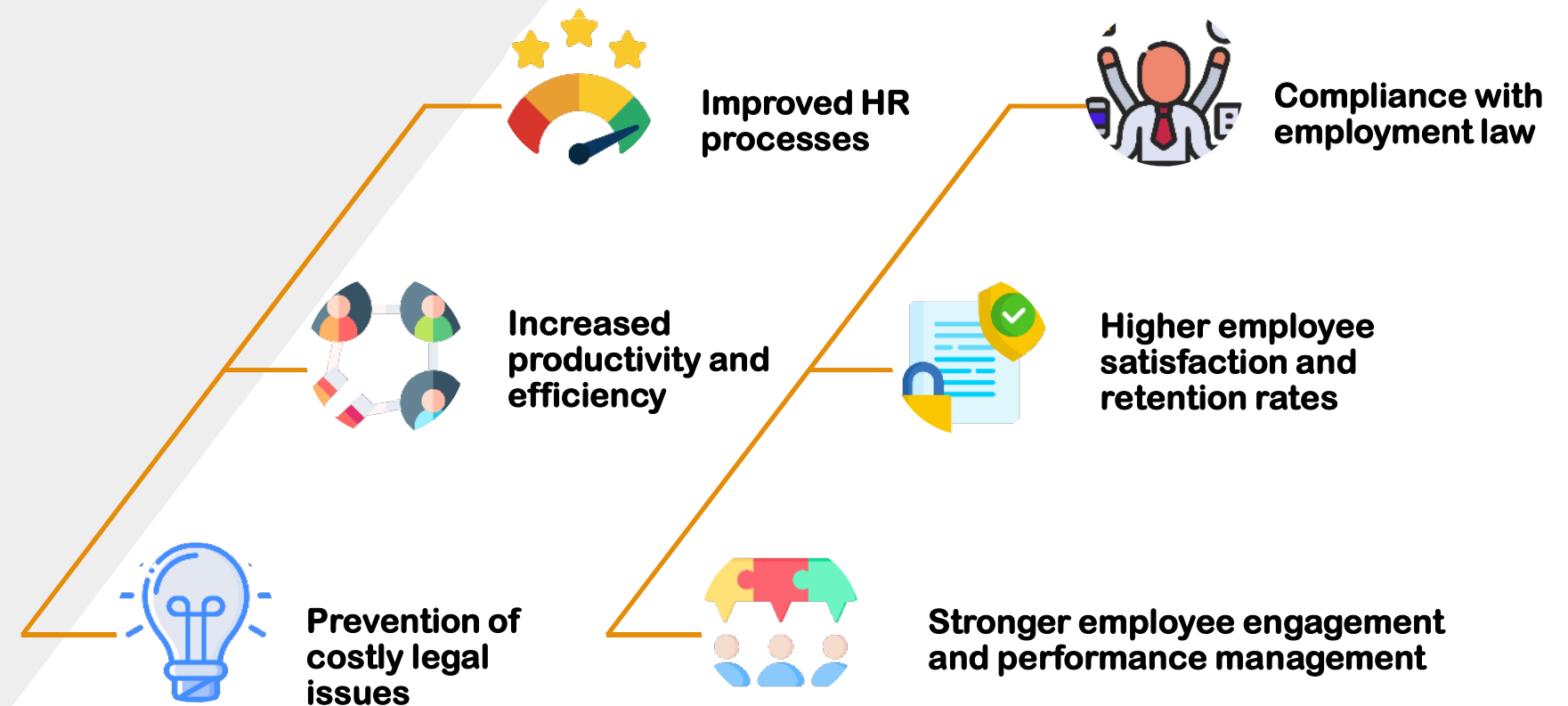
The image shows a close-up of an orange aircraft wing with the 'easyJet' logo in white. The wing is angled upwards and to the right. In the background, there is a blurred airport tarmac with various ground service equipment and structures.

easyJet

- ☐ Understanding HR policies and employment law.
- ☐ Recruitment and selection.
- ☐ Performance management.
- ☐ Employee relations.
- ☐ HR technology.
  - ❖ HR information systems
  - ❖ Data Analytics
- ☐ Business acumen & Change Management.
- ☐ Online learning management systems.

(Paauwe & Boon, 2018).

# ORGANISATIONAL BENEFITS



## INDIVIDUAL BENEFITS



## Training and development programs

- ☐ Result in significant cost savings
- ☐ Positive impact on the overall performance of the organization.
- ☐ Maintain a positive reputation with its employees and stakeholders.
- ☐ Personal and professional growth
- ☐ Sense of stability and satisfaction in one's career. (Delery & Roumpi, 2017). (Rousseau & Schalk, 2011).

CRITICAL  
ASSESSMENT





## STRENGTHS



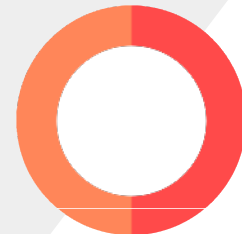
- ❖ Good communication skills
- ❖ Strong knowledge of HR policies
- ❖ Attention to detail
- ❖ Strong interpersonal skills

## WEAKNESSES



- ❖ Limited decision-making authority
- ❖ Time management
- ❖ Limited involvement in strategic decision-making
- ❖ Limited opportunities for career advancement

## OPPORTUNITIES



- ❖ Continuous learning
- ❖ Collaboration with other departments
- ❖ Diversity and inclusion
- ❖ Employer branding

## THREATS



- ❖ Economic uncertainty
- ❖ Legal compliance
- ❖ Competition for talent
- ❖ Technological disruption.

## CONCLUSION

- ☐ HR officers play a crucial role in supporting the success of Easy Jet.
  - ☐ Investing in the training and development can bring benefits.
  - ☐ By investing in HR can increase productivity.
  - ☐ For the organizations long-term success HR role is very important.
- (Boxall , 2016). (Joo et al., 2016).



## PERSONAL SKILLS AUDIT

Name: MD ARIFUL ISLAM

Job Role: Human Resource Officer

|                            | Very good | Good | Adequate | Little or no experience |
|----------------------------|-----------|------|----------|-------------------------|
| Information Technology     |           |      |          |                         |
| Use Microsoft Office word  | ✓         |      |          |                         |
| Use Excel spreadsheet      |           | ✓    |          |                         |
| Use a database             | ✓         |      |          |                         |
| Use specialist HR software | ✓         |      |          |                         |
| Use E-mail                 |           | ✓    |          |                         |
| Use PowerPoint             |           |      | ✓        |                         |

|                                           | Very good | Good | Adequate | Little or no experience |
|-------------------------------------------|-----------|------|----------|-------------------------|
| <b>Communication Skills</b>               |           |      |          |                         |
| Drafting contracts of employment          |           | ✓    |          |                         |
| Taking notes of disciplinary hearings     | ✓         |      |          |                         |
| Write reports                             | ✓         |      |          |                         |
| Produce material to support presentations |           | ✓    |          |                         |
| Delivering a training session             | ✓         |      |          |                         |
| Resolving disputes/complaints             |           |      | ✓        |                         |
| Interviewing                              |           |      | ✓        |                         |
| 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 . | ✓         |      |          |                         |
| Explore more than one solution in order to solve a problem .                                                  |           | ✓    |          |                         |

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