

# Training and Development needs for an HR Officer

- **By Daniel Genev**
- **Student ID- 2030037**
- Developing Relationships and Workplace Achievements
- Module code: BMSW 5102
- Charles Nwaogwugwu

## INTRODUCTION

My organisation Adidas

Knowledge, skills & behaviour of HR Officer

Personal skills audit

SWOT Analysis

Potential benefits for the company

## Knowledge



HR FUNCTIONS



PERFORMANCE  
MANAGEMENT AND  
REWARD



RECRUITMENT AND  
ONBOARDING



TRAINING AND  
DEVELOPMENT

## Skills



**Technological skills** ( Technological advancement is helping Adidas to foster in the market while addressing different process with technological implementation including human resource management functions (Davidescu and et.al., 2020).



**Interpersonal skills** (verbal and non-verbal communication, active listening, self management, social awareness).



**Time management skills.** (The ability to organize and address different tasks in such manner that final submission can be given within the specified time limit is known as time management skills (Hamouche, 2021).



**Analysing and planning** (In that manner, strategic personnel planning further aim to allow leaders and HR officer department to constantly assess workforce and their performance (Collins, 2021.)



# Behaviors

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**Patience** (It refers the nature and behaviour of a person to tackle situation in company calmly, listen other people issues, ideas and viewpoints to make effective planning for motivation, recruitment and performance improvement ( Pera, 2019).

**Curiosity**

**Collaboration**

## IMPORTANCE OF PERSONAL SKILLS AUDIT & SWOT analyses

Personal skill audit refers to the evaluation for acknowledging an individuals, skills and to identify their expertise within the field (Plant, Barac and Sarens, 2019).

Personal swot analysis is a tested method for evaluating an individuals, strength and weaknesses (Teoli, Sanvictores and An, 2019).

# Personal Skills Audit of myself

Refer to Appendix C of document



HR Software Training



Analysing training needs



Time management development



'The ability to organize and address different tasks in such manner that final submission can be given within the specified time limit is known as time management skills (mouche2021)

## PERSONAL SWOT ANALYSIS



Refer to Appendix B of document

## TRAINING AND DEVELOPMENT SESSIONS

HR software training

Analysing training needs

Visit mental health support team.

Team development.

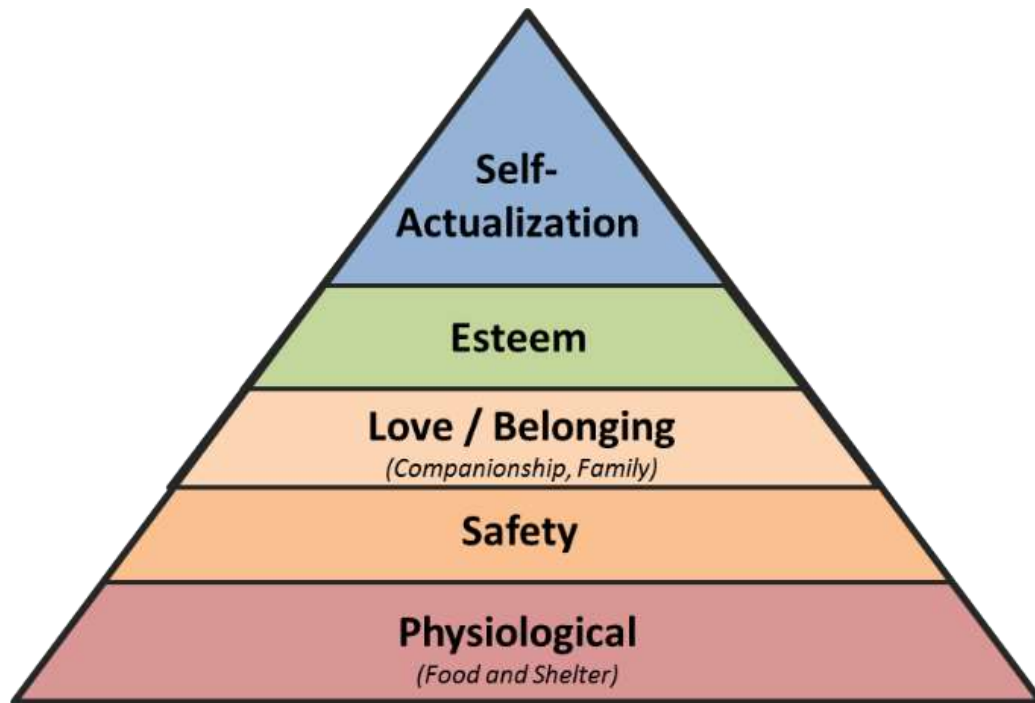
the potential  
benefits to the  
organisation  
of developing  
me as an HR  
officer  
through  
effective  
training and  
development

Keep me as an employee

Increased productivity and quality

Less employee dissatisfaction

*Competitive workforce*



## REFERENCES

- Collins, C.J., 2021. Expanding the resource based view model of strategic human resource management. *The International Journal of Human Resource Management* . 32(2). pp.331-358.
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- Pera, A., (2019). *Towards effective workforce management: Hiring algorithms, big data-driven accountability systems, and organizational performance*. *Psychosociological Issues in Human Resource Management*, 7(2), pp.19-24.
- Plant, K., Barac, K. and Sarens, G., 2019. Preparing work -ready graduates—skills development lessons learnt from internal audit practice. *Journal of Accounting Education* . 48. pp.33-47.
- Teoli, D., Sanvictores, T. and An, J., 2019. SWOT analysis

## Appendix B

### Strengths

- Problem solving skills.
- Administering payroll
- Maintaining records of employees

### Weaknesses

- Bad time management
- Low level of patience

My colleagues say that I am very good at solving problems. I also have experience with administering payroll, so I am also good at it. As well as maintaining records of employees.

My colleagues also say that I have lack of patience and my personal feeling is that I have lack of time management when I really need to have one.

### Opportunities

- Develop better skills.
- Have a path for progression.

### Threats

- Not being able to learn to use HR software.

It's important for me to know that I can improve my skills and knowledge and go further in my career and Adidas is providing it for me.

My only threat is that I may not be able to learn how to work with the specialist HR software.

## Appendix C

### Personal Skills Audit

|                                         |
|-----------------------------------------|
| <b>Name</b> Daniel Genev                |
| <b>Job role:</b> 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 |
|-------------------------------|-----------|------|----------|-------------------------|
| <b>Information Technology</b> |           |      |          |                         |
| Use Microsoft Office Word     | ✓         |      |          |                         |
| Use Excel spreadsheet         |           | ✓    |          |                         |
| Use a Database                | ✓         |      |          |                         |
| Use specialist HR software    |           |      |          | ✓                       |
| Use the internet              | ✓         |      |          |                         |
| 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 |
| <b>Problem solving skills</b>             |           |      |          |                         |

|                                                                                                             |  |   |  |  |  |
|-------------------------------------------------------------------------------------------------------------|--|---|--|--|--|
| 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 |  | ✓ |  |  |
|------------------------------------------------------------|--|---|--|--|

|                                                     |  |   |  |  |
|-----------------------------------------------------|--|---|--|--|
| Consider the ideas of others to help solve problems |  | ✓ |  |  |
|-----------------------------------------------------|--|---|--|--|

| Supervisory Management                            |           |            |            |   |
|---------------------------------------------------|-----------|------------|------------|---|
| How much experience have you had in your role?    | < 1 month | 1-3 months | > 3 months | ✓ |
| How many people have you managed at any one time? | None<br>— | 1-5        | Above 5    | ✓ |

| I declare that the information given in this form is true |            |
|-----------------------------------------------------------|------------|
| Signed                                                    | DG         |
| Date                                                      | 25/03/2023 |