

INDIVIDUAL PRESENTATION ON- TRAINING
AND DEVELOPMENT NEEDS FOR A HR
OFFICER

STUDENT NAME: AMMA-HARAR RUSSELL YOUNG

STUDENT ID: 1808757

MODULE CODE: BMSW5102

LECTURER NAME: DR GREGORY COWAN

COMPANY NAME WESTMINSTER HOMECARE

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INTRODUCTION

All organisations needs experienced human resources officer (HR) to deal with company matters. Any organisation with a workforce needs a skilled and qualified human resource (HR) officer, whose position is crucial. They oversee all aspects of the hiring process, including payroll administration and new hire training and orientation.

RESPONSIBILITIES IN A (HR) POSITION

- Assistance with the creation and implementation of HR initiatives and systems provide policy and procedure counselling Prepare job descriptions, oversee the hiring process as active participants in the recruitment process.
- To make and carry out efficient onboarding strategies Create programmes for training and development.
- Help with performance management procedures assist in handling disciplinary and grievance matters.
- Maintain employee records in accordance with company policy and applicable laws.
- Examine employment and working circumstances to make sure they comply with the law (Mullins,2019).

KEY REQUIREMENTS EXPECTED AS AN (HR) OFFICER

- Human resource management require a bachelor's degree.
- Human resources experience of at least 5 years in a relevant field.
- Additional payroll management training or certification may be helpful.
- Certification in labour relations could be useful.
- Experience as a facilitator of skills development could be helpful.
- Able to participate in and resolve meaningful negotiations.
- Understanding of employment laws.
- Excellent communication skills both in writing and speaking. safeguarding the interests of all workers. complete comprehension of HR procedures and best practises (McLean,2019).

THE VALUES AND BEHAVIOURS THAT ARE EXPECTED FROM A PERSON IN THIS POSITION

- A positive and motivated attitude
- Reliable
- Transparent
- Understanding and considerate
- A team player
- Supportive
- Has good time management

BENEFITS OF WORKING FOR WESTMINISTER HOMECARE

- Possessing greater schedule flexibility is one of the biggest advantages of a career in home health. When you have a caseload, you create the schedule based on what suits you and your patients the best.
- Your work schedule and vacation days are in your hands. You operate on your own when providing home care. Typically, this means that you are by yourself with your patient, which forces you to improvise when a problem arises. With this much autonomy, you can become more skilled in your clinical work (Mullins,2019).

PERSONAL SWOT ANALYSIS

- My Strengths are:

I am a hard worker.

I work well in a team.

I have good communication skills.

I'm efficient and caring.

- My weaknesses are:

That I am dyslexic so I'm not very good with reading and writing

- Opportunities:

Training and courses

- My Threats are:

My reading and writing barriers

PERSONAL SWOT ANALYSIS REFER APPENDIX B (SKILLS AND BEHAVIOURS)

- Working close net with your clients.
- managing resources, setting goals, managing and inspiring others, and managing a team of employees.
- Planning, goal-setting, and reporting are management skills needed to run an operating unit.
- Assisting operational divisions and suggesting strategic change.
- Having the capacity to guide others, make important decisions, and set the purpose, values, and objectives for a company makes one responsible for overall performance (Bettermteam,2022).

PERSONAL SWOT ANALYSIS REFER APPENDIX C (SKILLS AND BEHAVIOURS)

- Employee motivation is greatly influenced by communication, which is evidently active throughout the business. Its numerous opportunities for training and development encourage motivation.
- Everyone has access to leadership training so they can advance within the company, in addition to the training they need to do their jobs well.
- They provide strategic career planning and assist employees in achieving that extraordinary feedback, which enables employers to comprehend employees' behaviours, strengths, and weaknesses as others perceive them in the workplace (resources workable,2022).

CONCLUSION

- As I said at the outset, any organisation needs a well-trained human resources director to handle all business affairs, such as employee documentation and the necessary training for their employees.
- I described what training will be required to fill this HR officer position, the qualifications needed to develop the role of HR director, the values and behaviours that Westminster homecare expects from a person in this position, and the advantages of having a well-trained HR director. finalising with the personal SWOT analysis and appendix B&C skills and behaviours.

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