

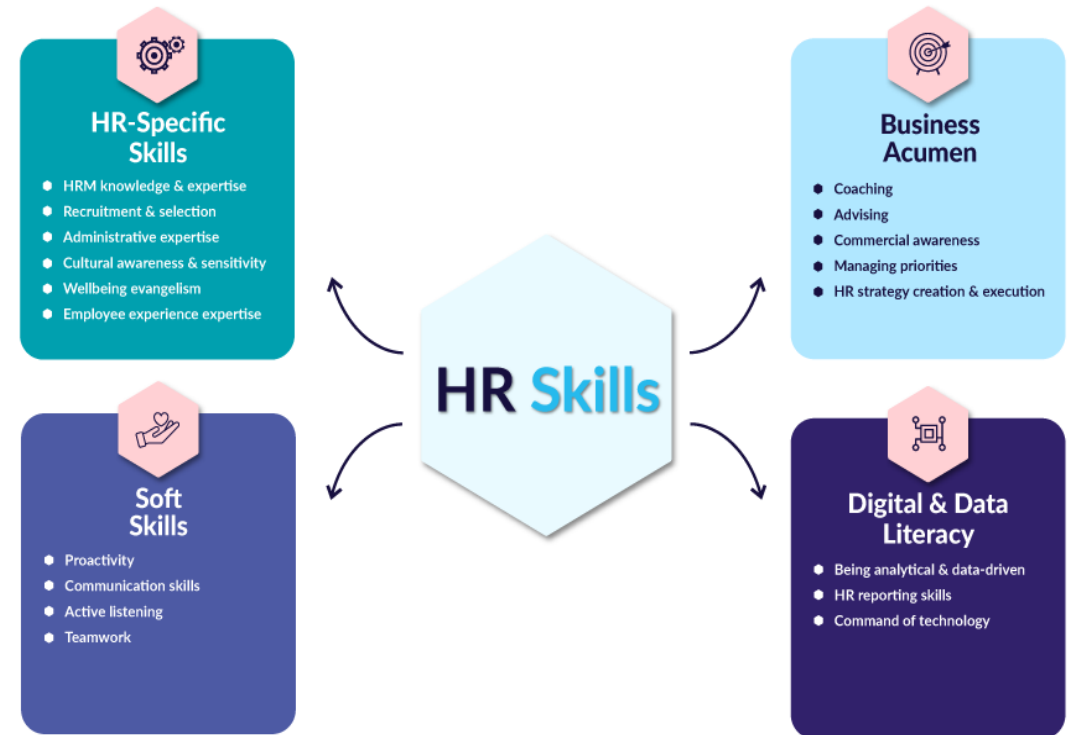
TRAINING AND DEVELOPMENT NEEDS FOR HR OFFICER

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*Subject Name: Training and Development needs for a HR
officer*

*Module Name : BMSW 5102 Developing Relationships and
Workplace Achievements*



Introduction

- Training and development enable employees to achieve new skills while sharpening the existing ones, resulting in increased productivity; performing better as an HR professional and leader.



Introduction to the organisation

- DS Smith is considered a leading supplier based on corrugated solutions of packaging that operates in over 37 countries while employing around 31,000

people



Identification of knowledge; skills and behaviour required for HR professionals concerning the chosen organisation

Being a Human Resource (HR) officer, one needs to be advised on; developing and incorporating policies based on their effective use of it within an organisation. As per my role in the recent scenario, being a trainee HR officer within DS Smith, I need to ensure the employment of the organisation to have a right balance of employees based on their experience and skills along with the availability of the training and development opportunities for boosting the performance of the staff to acquire the business aims of the organisation.



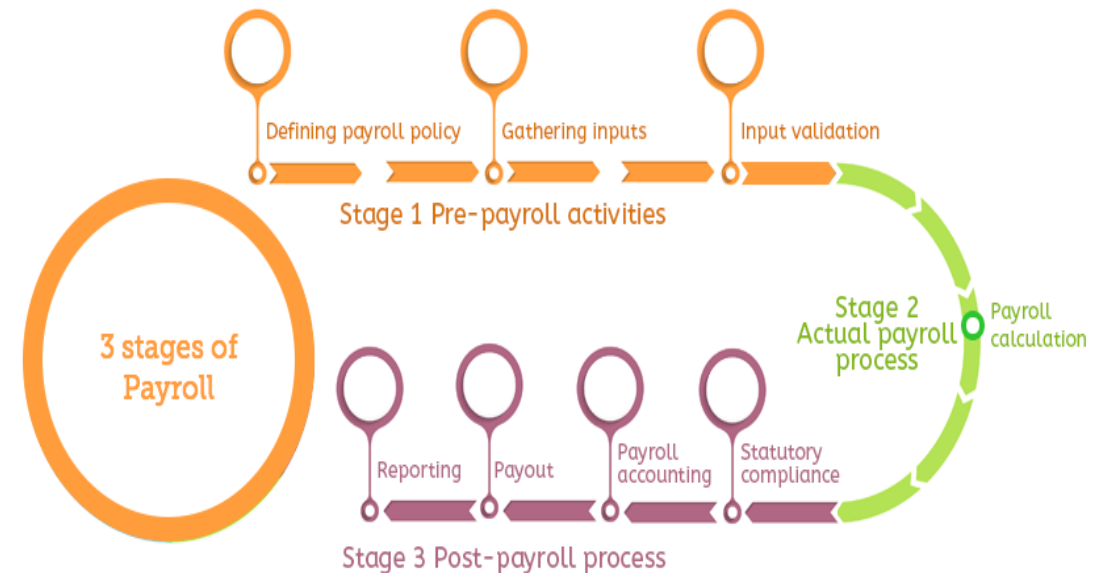
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Developing and incorporating different policies based on the issues of performance management; disciplinary procedures; working conditions; equal opportunities; management of absenteeism along with preparing the handbooks of staff.



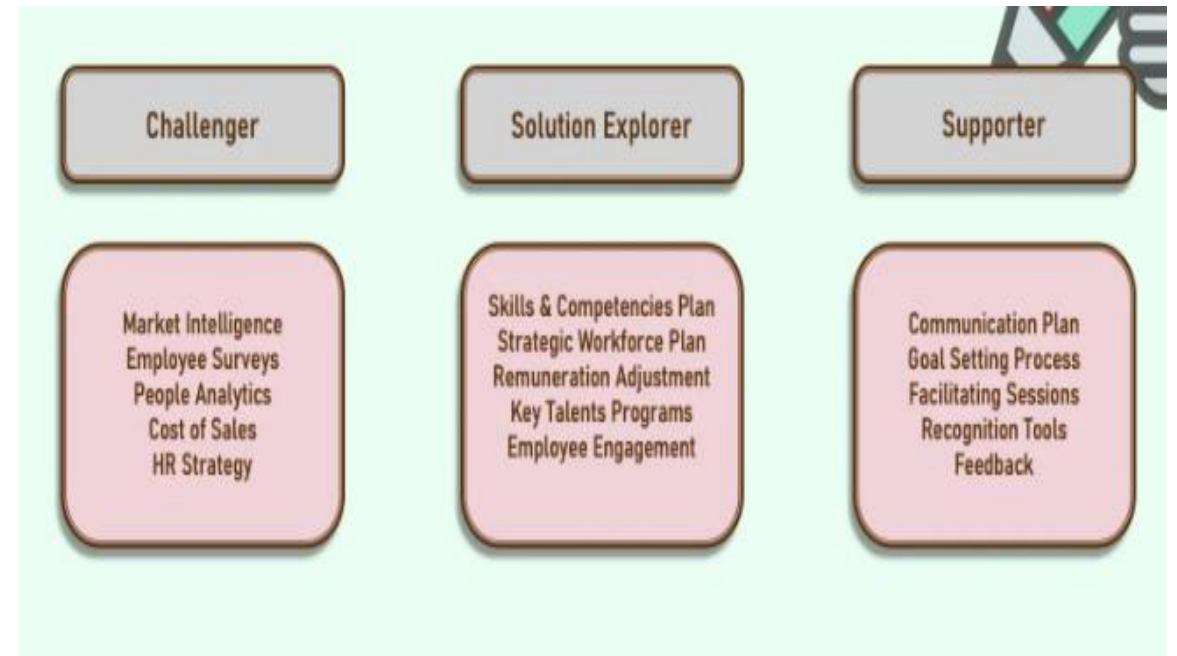
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Administering the payroll while maintaining the records of employees which also includes interpreting the employment law and managing grievances as well.



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Development of HR planning strategies while considering long-term requirements of staff, highlighting the induction process for new employees.



Swot analysis

Being a trainee HR officer in the concerned organisation, I need proper training and development for acquiring the respective position. This requires me to analyse my strengths and weaknesses which can work as my opportunities and threats.

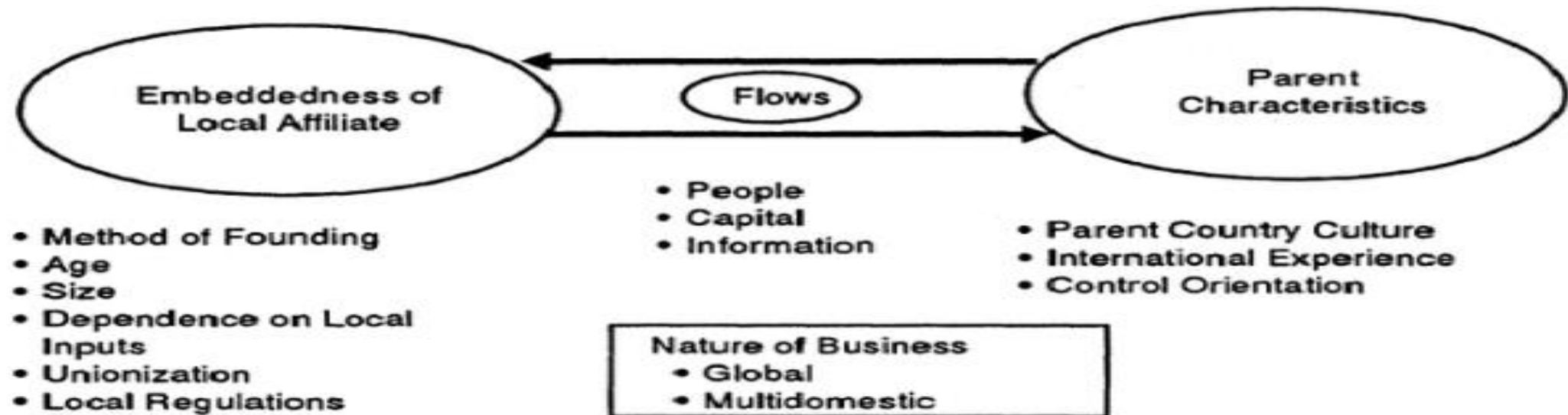
Strengths • IT skills • Making proper use of verbal reasoning skills while being able to manage complex data.	Weaknesses • Lack of professional communication skills • Poor management of excel spreadsheet
Opportunities • I can make good use of specialist HR software • I can also produce materials to enhance presentations.	Threats • Increasingly stricter laws of employment along with litigious employees • Maintaining balance between the employees and management

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Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
• IT skills • Making proper use of verbal reasoning skills while being able to manage complex data.	• Lack of professional communication skills • Poor management of excel spreadsheet
Opportunities What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose to you?
• I can make good use of specialist HR software • I can also produce materials to enhance presentations.	• Increasingly stricter laws of employment along with litigious employees • Maintaining balance between the employees and management

Critical evaluation of the benefits of training and development for being an HR officer in the chosen organisation

- As per the above evaluation, I would need a proper training and development session in DS Smith to minimise my weaknesses and boost my efficiency to be a successful HR officer. Availing the training session is significant for optimum utilisation of the manpower in the organisation. This can result in my succession planning for improving my skills such as leadership and team management.



Personal Skills Audit

Name
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	☒			
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
Communication Skills				

Drafting contracts of employment			☒	
Taking notes of disciplinary		☒		
hearingsWrite reports			☒	
Produce material to support presentations		☒		
Delivering a training session		☒		
Resolving disputes/complaints			☒	
Interviewing	☒			

Advising on HR issues		☒		
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	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		☒		

Consider the ideas of others to help solve problems			☒	
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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	1-5	Above 5

Conclusion

- To conclude, the present study has highlighted a reflection based on the identification of knowledge and skills required for being a successful HR officer within DS Smith. A critical evaluation has also been conducted based on the benefits of training and development for being an HR practitioner.

References



Text book references Contextual model .

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THANK YOU