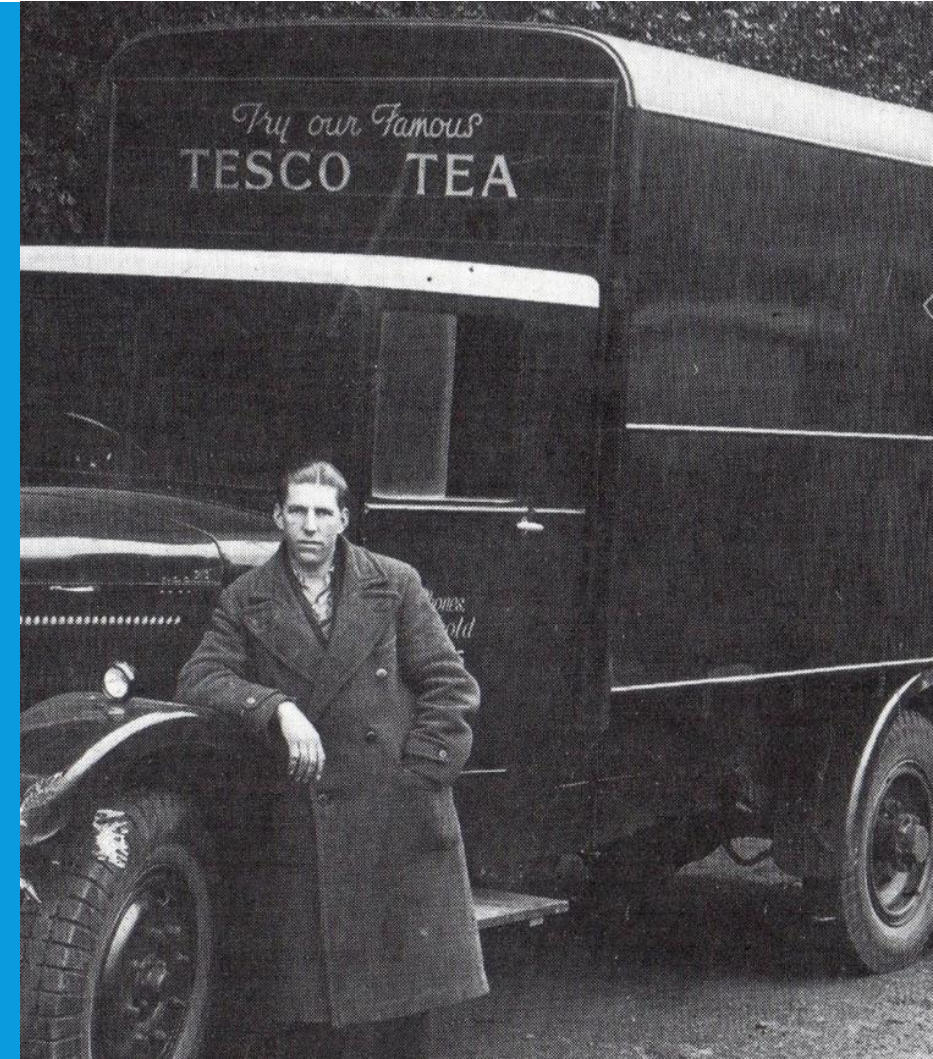


Training and Development needs for an HR officer

STUDENT NAME:	ATTILA KELEMEN
STUDENT NUMBER:	2123680
MODULE TEACHER:	CHARLES NWAOGWUGWU
MODULE CODE:	BMSW 5102_LON
MODULE NAME:	DEVELOPING RELATIONSHIPS AND WORKPLACE ACHIEVEMENTS

Tesco history

- Jack Cohen returned from the war and started selling food in 1919.
- 1929 The first Tesco store opens in Burnt Oak, Edgware, North London.
- 2023 More than 309 000 employees, 4859 branches in the UK.



Knowlage of HR officer

- Problem solving
- Time management
- Teamwork

Skills of HR officer

- HR software
- Budgeting
- Recruitment
- Conflict managing

Behaviour of HR officer

- Multitasking
- Prejudice less
- Educated background

Necessary trainings

- Getting to know the latest legal regulations.
- Further study of HR software.
- Getting to know data analysis techniques.
- Development of budget management.

Benefit of training for the company

- value-creating
- skill enhancer
- more efficient work



Benefit of training for the HR officer

- Create secure contracts
- Understanding and applying legal regulations
- Responsible faster decision-making



Conclusion

If the above-mentioned training opportunities are provided, it can be clearly stated that the efficiency and speed of work can be increased. Continuous training is essential in the role of the HR officer, as this can guarantee reliable, up-to-date knowledge for the HR role.

Appendix B

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?
-Teamworking -Problem solving -Multitasking -Communication	-Time management -Knowlages of rules
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?
-Effective working -Build team -Focus on tasks	-Late work -Inappropriate contracts

Appendix B

Appendix C

Appendix C

Personal Skills Audit

Name Mr Attila Kelemen
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			X	
	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			
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Consider the ideas of others to help solve problems		X		
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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 —	1-5 X	Above 5

I declare that the information given in this form is true	
Signed	
Date	21/07/2023

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