



Prifysgol Cymru
Y Drindod Dewi Sant
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Trinity Saint David

Bachelors of Arts (Hons) Leadership and Management Skills for the Workplace
Developing Relationships and Workplace Achievement
BMSW 5102_LON

Individual Presentation on Training and Development needs for a HR Officer



“For all you love”

Student name: Maria Luisa Salvagno
Student Number: 1818772
Lecturer: Dr Nandish Patel
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Introduction

I am an HR Director from the Pharmaceutical Company Johnson & Johnson. I will design a plan for aHuman Resource Officers and a plan for what they want to achieve in their path, in synchronicity with its mission and vision.

This presentation will underpin what Johnson and Johnson have to do to move that HR Officer career forward, the tactics used to measure performance, and what needs to be improved about that performance.

During this presentation, I will also demonstrate what is necessary to move that career to the pinnacle whilst focusing on development.

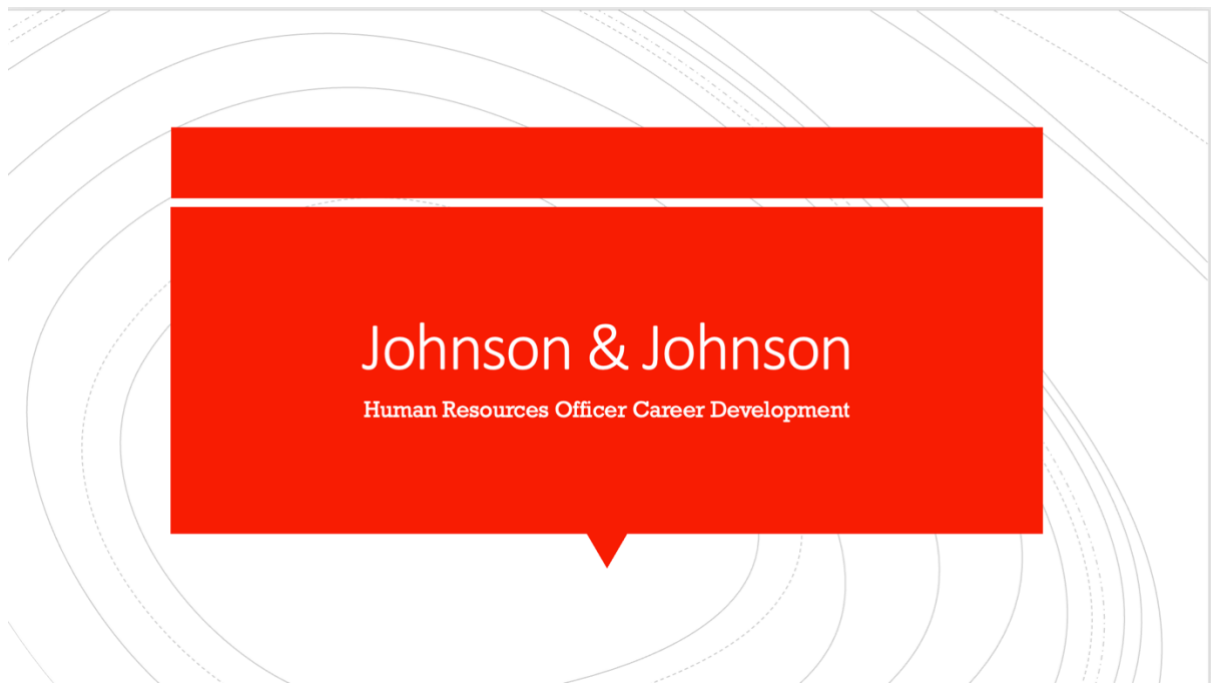
The theory that will underpin this report is:

- A Model of Career Development (Including SWOT Analysis)

As a continuation, I will push forward to satisfactory and excellent career development, I will be using the Systematic approach.

I hope you will enjoy this presentation.

Slide one – About Johnson & Johnson



Johnson & Johnson is a pharmaceutical company that hires over 130.000 employees around the globe. It assists the community with its many products, from consumers health products, medical devices, and pharmaceutical products since 1886 (Johnson, 2021).

Slide 2 – Person Role Description

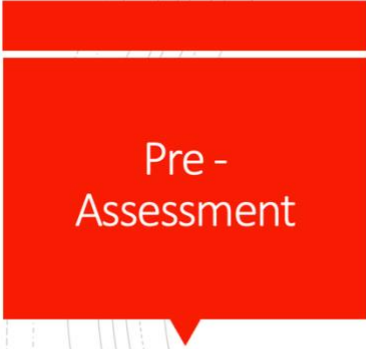


According to Brocq, n.d. the HR Officer is a professional qualified for executing support in the various human resources and purposes, which include such as:

- Recruitment
- Staffing
- Training and Development
- Performance
- Monitoring
- Employee Counselling

Moreover, this employee will have a good understanding of the code of ethics, excellent Personal conduct and UK Rule law, which I will talk about later on during this presentation.

Slide 3 – Pre - Assessment



Pre - Assessment

- **Current Knowledge**
- **Current Skills**
- **Competencies**

For a HR Officer, the mandatory skills are:

- Organisation
- Self-drive
- Team playe
- Passion for helping people
- Positive outlook.
- Commercial Awareness
- Numerical Skills
- IT Skills
- Problem and Solving skills
- Appreciating Consequences and decisions
- Soft Skills

Slide 4 - Ultimate Position as a HR Officer 1



As HR Officer, this individual will be learning a variety of duties on how to deal with employees, the production, and each department of Johnson & Johnson.

Slide 5 – Ultimate Position as a HR Officer 2



From there, this employee will be fully qualified within the company's ethics, mission and vision, and consequently, reach a higher position as a Human Resources Manager.

Slide 5 – Ultimate Position as an HR Officer 2

Slide 6 – Ultimate Position as a HR Officer - 3



Ultimate Position
a HR Officer can
achieve

■ Training Assessment

Slide 7 – Career Aspirations



As HR Officer, this employee will have aspirations such as:

- Managerial authority.
- Executive jobs.
- Becoming a specialist.
- Obtaining recognition and influence.

These are some aspirations in developing this practice with the right program.

Slide 8 – The United Kingdom Legal Context



According to Role UK, to fulfill an HR Officer position, it will be required to understand the Rule of Law because this is imperative to understand and apply by the book.

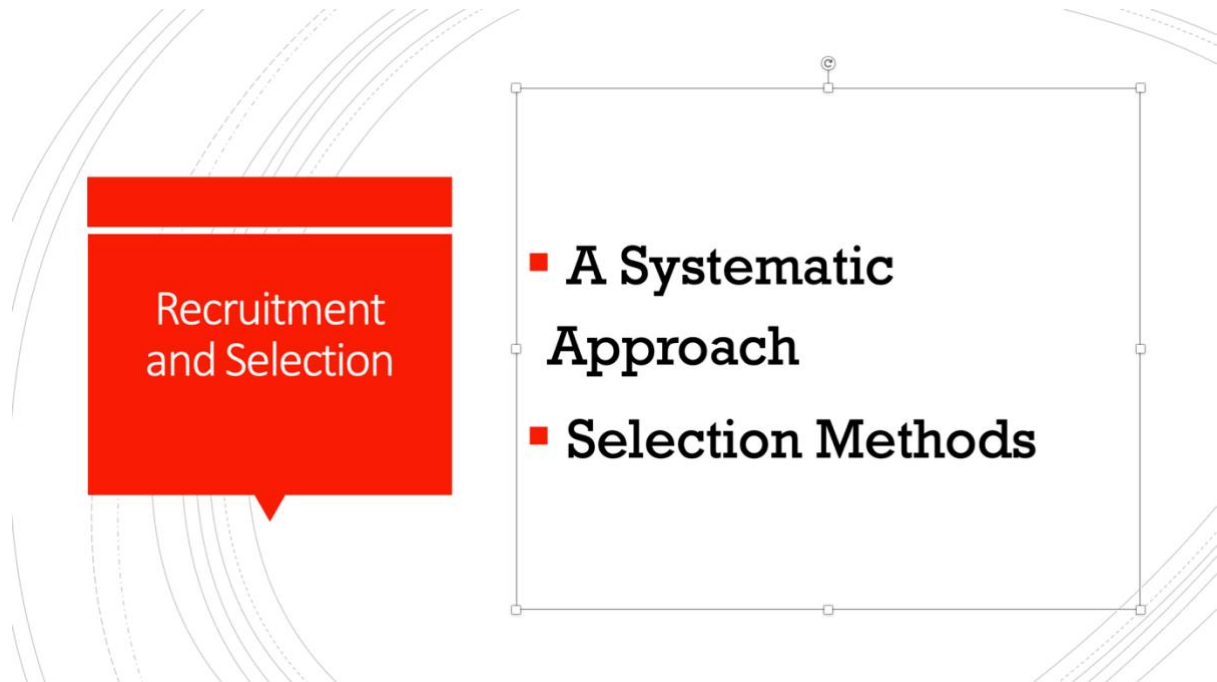
The rule of law consists of the peace of society where business and employees will prosper together.

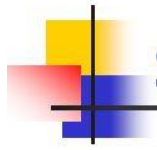
It evolves in making sure the HR officer has a vast understanding about:

- Contract of Employment
- Equal pay Act 1995
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Employment Equality (Religion and Belief) Regulation 2003
- Employment Equality (Sex Orientation) Regulation 2003
- Employment Equality (Age) Regulation 2006
- Equality Act 2006 Part 2

- Equality Act (Sexual Orientation) Regulation 2007

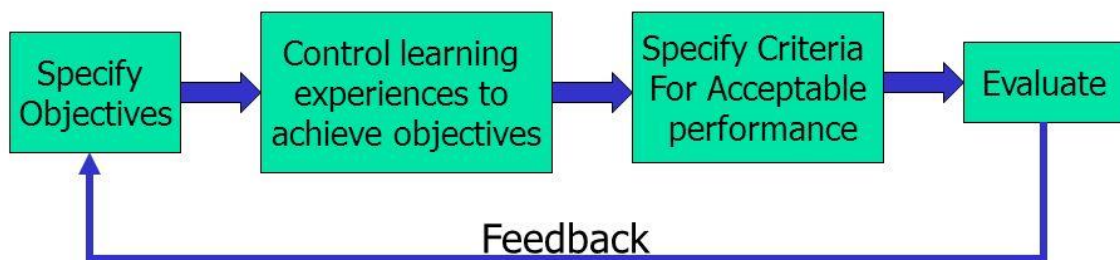
Slide 9 – Recruitment and Selection





Systems Approach to Training

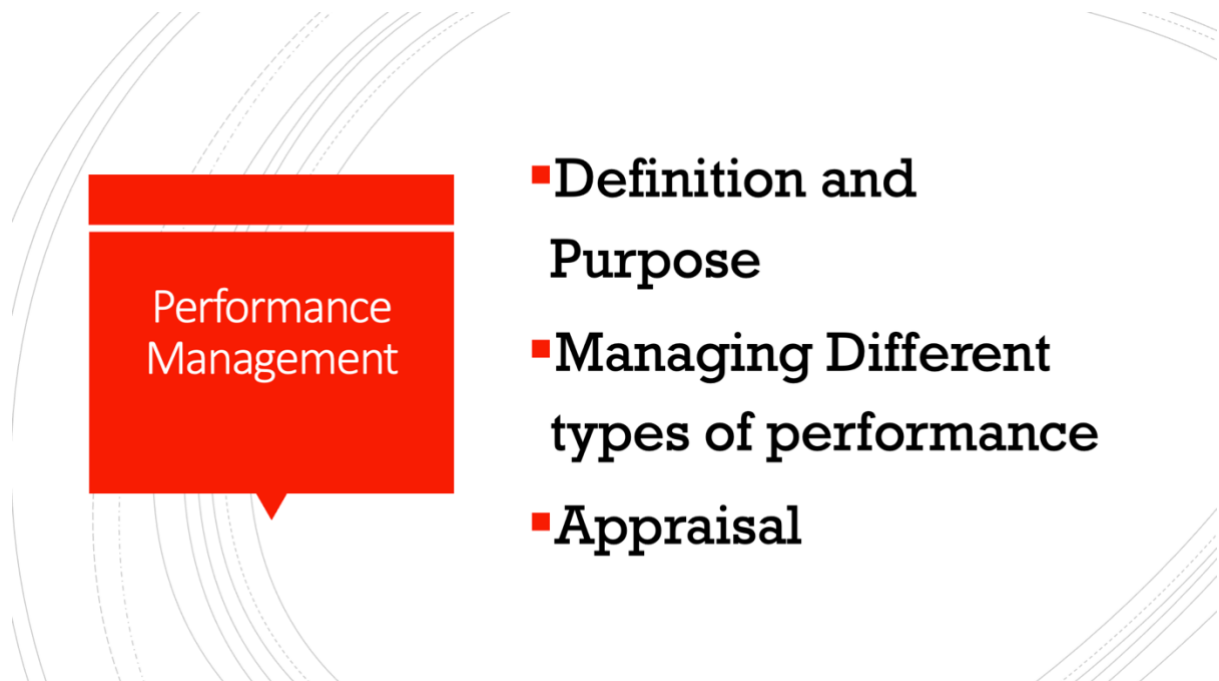
- Systems Theory – Darwinian model applied to organizations
 - Orgs must adapt to their environment to survive



Training is a designed method that leads learning towards accomplishing particular results, leading to delivering performance purposes.

In other words, a systematic method will be directed towards enhancing jobs execution in a more systematic way

Slide 10 - Performance Management



A Human Resources Officer will have a defined purpose in managing different types of performance at Johnson and Johnson and an Appraisal.

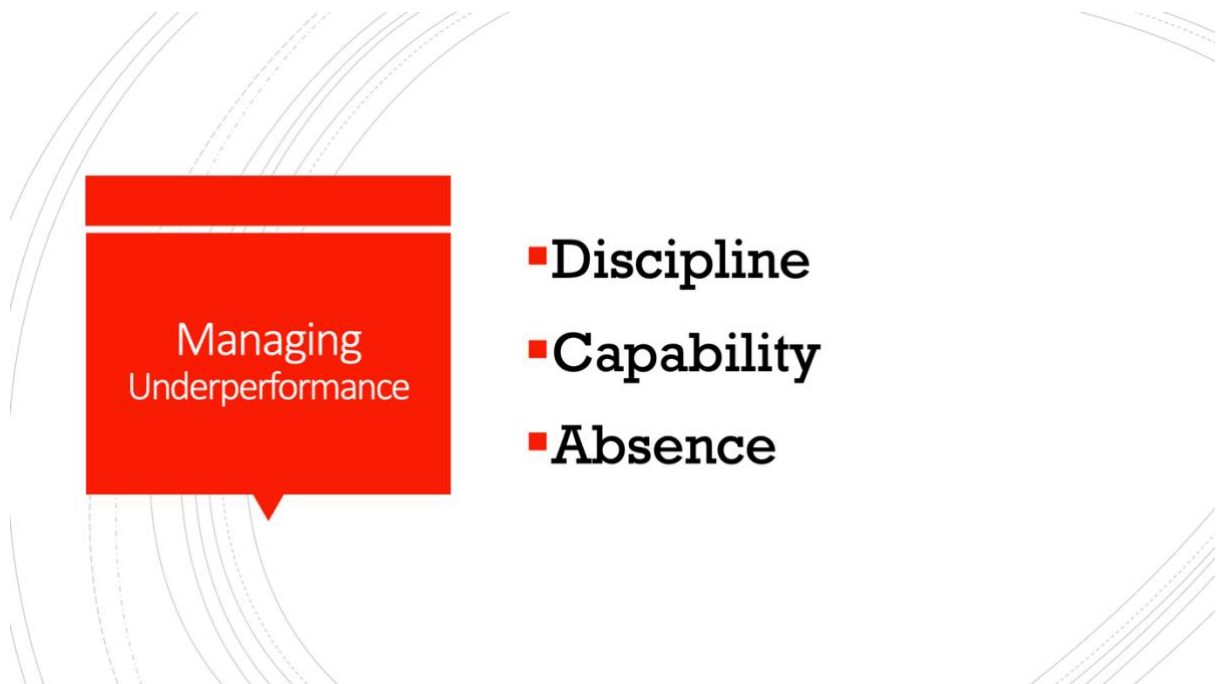
The appraisal will occur annually or every six months and will measure:

- Annual Goals and objectives within the company
- Ongoing one on one meeting and coaching
- Performance Appraisal
- Talent identification
- Individual Development Planning

Having all that information acquired, we will then be able to improve the business results and have motivated associates and teams to deliver high performance.

The performance will be monitored and reviewed

Slide 11 – Managing Underperformance



During Appraisal, the HR Officer will capture attendance and lateness, absence, and discipline.

It will give an understanding of what the employee is lacking. From that point, it will be possible to identify the problem, assess and analyse, meet with the employee, and then get to a point where there will be an agreement on a solution and monitor and review as the last step.

Conclusion

In conclusion, to this presentation, I learned how vital this job role is because, after all, the life, the destiny of employees and the companies lies in an HR office role.

Not having a complete understanding of a role like this can confuse, and the company could get into serious issues such as juridical. Career development is significant to keep personnel motivated, and when people are motivated, they perform better.

I would like to recommend the addition of employees gatherings for a fun day of games, outdoor sports or dinner paid for by Johnson & Johnson.

Employees will feel highly valued, which is no different for an HR officer because, after all, he is an employee as well and must be appreciated.

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