

**Assignment Title: Individual Presentation on -  
‘Training and Development needs for an HR officer’  
Student Jhoshim Chaudhury 1921339  
Lecturer Gregory Cowan**

**Module code: BMSW 5102  
Developing Relationships and Workplace  
Achievements A1**

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### Evaluation of knowledge, skills, and behaviours of HR professionals

- HR officials work in close relation with other departments and the managers of the organisation are assisted by HR (Freitas *et al.*, 2020).
- The officials of HR implement the procedures and policies of the organisation.
- HR is concerned with matters of policy areas
- The HR looks after the performance of the employees.

Roles and Responsibilities of  
**HR Manager** in Organization



## **Evaluation of knowledge, skills, and behaviours of HR professionals**

- Strategies are developed and initiated by HR departments both for meeting immediate and long-term needs.
- The policies concerning the working conditions of the employees are implemented by the department of HR.
- HR has the responsibility to deal with grievances and implement procedures of discipline (Maheshwari *et al.*, 2017).
- The HR has the responsibility for enhancing productivity of the company.



# Evaluation of knowledge, skills, and behaviours of HR professionals

- The performance of management is regulated by HR.
- HR looks after the overall welfare of the organisation.
- HR looks after the health and safety of employees.
- Preparing the job advert of the company (Matthew and Sundharavadiel, 2018).



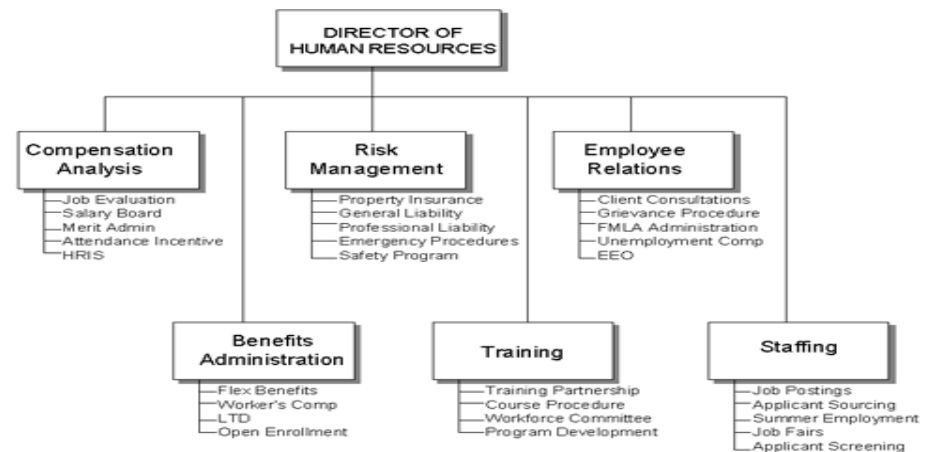
### Evaluation of knowledge, skills, and behaviours of HR professionals

- In the administration department, HR has the duty of regulating the records and the payroll of the employees.
- HR performs the duty of analysing the needs that require training in conjunction with managers of the respective departments.
- HR provides inductions to the newly hired employees.
- The department of HR conducts the task of developing job descriptions and specifications of individuals (De Stefano *et al.*, 2018).



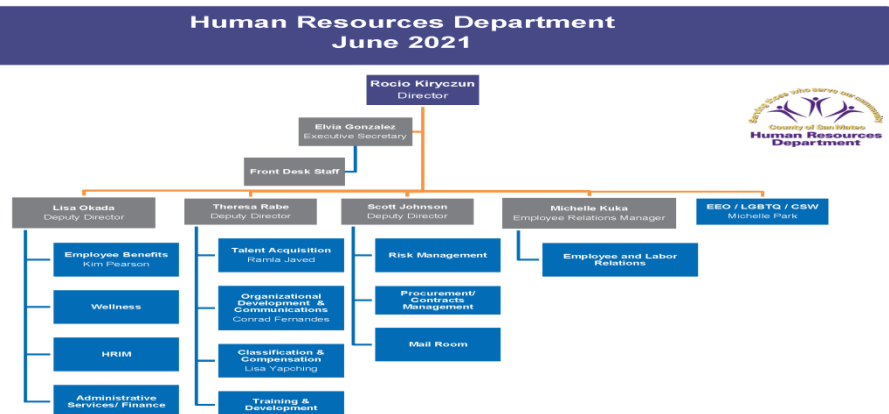
## Personal skills audit

- I am good at using Microsoft Office Word. Flexible in making appropriate use of the internet.
- I have good communication skills and have adequate knowledge in taking notes of discipline. I have skills in producing materials to support my presentations. I can deliver training sessions and have the ability to resolve complaints.
- I'm good at using the skills of verbal reasoning and have the potential to handle data of complex nature.
- At present I do not have any experience in the position of supervisory or management.



## Personal skills audit

- With acquiring knowledge of using Excel spreadsheets I can improve myself and become more technologically friendly.
- I can experience interviewing candidates which will develop my character and help me to grow.
- As of now I have not explored solving one problem with multiple solutions. I can learn to understand the policies and the system in a better way.
- Being hired as an HR I will be able to gain experience in management and will be able to influence and have a positive impact on others.

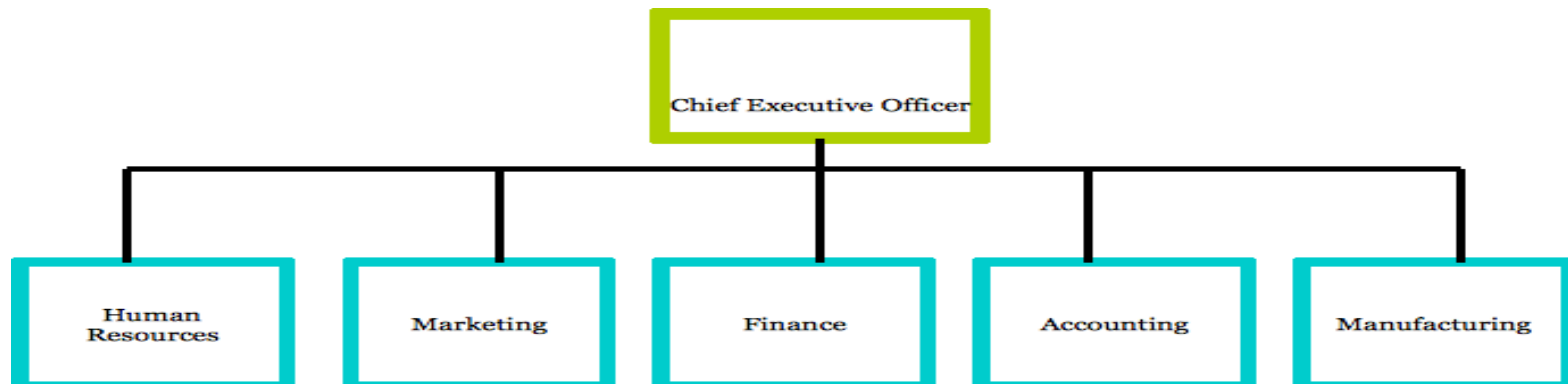


### Personal skills audit

| Skills                    | Very good | Good | Adequate | Little or no experience |
|---------------------------|-----------|------|----------|-------------------------|
| Information Technology    |           | √    |          |                         |
| Communication skills      |           | √    |          |                         |
| Skills in Problem-solving |           |      | √        |                         |

## Assessment of potential benefits of an HR officer

- Working as a manager of human resources, an individual is provided with visible growth in the professional field.
- The HR department has authoritative power as they have responsibilities of looking after the financial aspects of the employees as well as the financial requirements of the employer (Gaudry, 2021)
- The HR department provides a better experience in the management sector.
- The value of communication can be estimated by performing the skills of the HR manager (Divya, 2019).



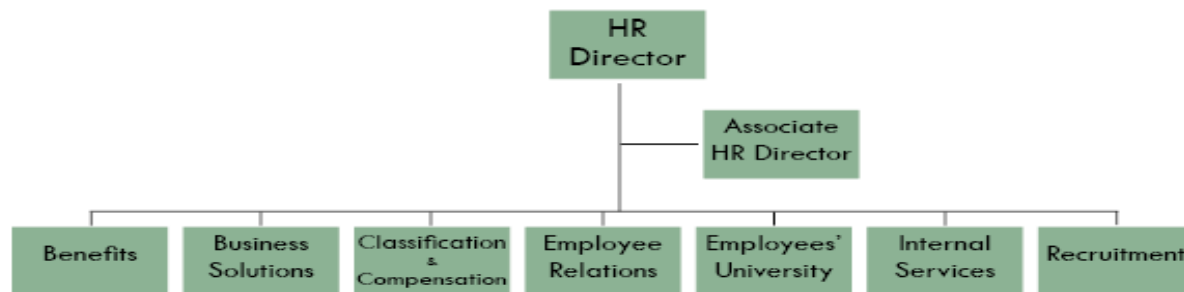
## Assessment of potential benefits of an HR officer

- The management skills ensure better knowledge and ideas about the responsibilities of the position.
- The job of HR officials enhances the thinking strategies of individuals (Urbancova and Hudakova, 2017).
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### Assessment of potential benefits of an HR officer

- The value of an HR manager in a company is significant as the company requires the best possible advice from the departments of HR. The profession is assigned with the primary responsibility of delivering a sense of accomplishment among individuals (Nadiv *et al.*, 2017).
- I can be suitable for the Job profile as I have effective skills in the organisation and can create a safe working environment.
- I can work well in a team. I can support empathetic relationships and can improve the relations between employers and employees.
- I can create healthy relationships with people at all levels.



## Reference list

## Reference list

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