

Individual Presentation on - 'Training and Development needs for a HR officer'

- ▶ STUDENT NAME: ALFA AMADO BARRI
- ▶ STUDENT ID: 2019276
- ▶ MODULE CODE: BMSW 5102-A1
- ▶ TEACHER NAME: DR GREGORY
- ▶ COMPANY NAME: NVIRO



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

This Photo by Unknown author is licensed under CC BY-SA.

Introduction

- ▶ "Any organization needs a well-trained Human Resources officer to deal with company issues.
- ▶ The reason for having a well-trained Human Resources officer is to know how to discover the skills and experiences of all workers so that each one of them knows what type of training they need more. because the more employees with knowledge and expertise that will help the company grow.
- ▶ That's why it is considered that training and Development is one of the valuable keys to human resource management in any organisation."
- ▶ For Nviro, to develop in the role of HR Director, the candidate, need a qualified CIPD to participate in internal and external training sessions, especially in labor law, and to ensure that he remains up to date with the ever-changing laws

The knowledge
needed
for Nviro in this position

- knowledge to play an integral part in the HR department offering support with a variety of tasks to assist with the provision of a high-quality, professional HR service.
- Knowledge to provide comprehensive support with the administration of HR documentation and maintenance of the HR system as well as the HR Business Partners with dealing with employment queries and offering guidance on employment issues.

The skills and experience expected

- ▶ The ability to discreetly handle matters of a confidential nature.
- ▶ The ability to be commercial and compliant when needed.
- ▶ The ability to diffuse conflicts and facilitate meetings to achieve a win/win result.
- ▶ • Able to present a professional image at all times.
- ▶ Experience in using a computer to access Word and Excel
- ▶ • Excellent organizational skills and will thrive under pressure
- ▶ • Understanding of HR processes.
- ▶ • Capable of executing with a high level of precision.
- ▶ • Ability to write clear, fluent, grammatically accurate, and concise written correspondence.
- ▶ • Strong interpersonal and influence skills.

The values and behaviors that Nviro expects from a person in this position

- ▶ A passion for providing an excellent support service
- ▶ A strong team player
- ▶ The ability to build strong working relationships with colleague
- ▶ Resilience
- ▶ Open and honest
- ▶ Reliable
- ▶ A proactive attitude

Benefits of role and working for Nviro

- ▶ Nviro offers a stimulating and friendly working environment where no day is the same, with a chance to be part of a collaborative, family-spirited and growing business, where you will be able to develop your skills even further. As HR Officer you will have the opportunity to work in a busy and thriving team, playing an integral role in one of the business's key support functions.

Personal SWOT Analysis



- ▶ My **strengths** are hard work, dedication, loyalty, communication, and the ability to speak more than one language as the company has employees of different nationalities.
- ▶ **Weaknesses**
- ▶ I need to improve more in writing to help me write a better report
- ▶ computer Skills
- ▶ **OPPORTUNITIES**
- ▶ some training and courses in the computer
- ▶ **THREATS**
- ▶ Increased number of my team with lack of support or language barriers.

Personal SWOT analysis

refer appendix B
(Skills and behaviours)



- ▶ Work level 1 – frontline jobs working directly with customers.
- ▶ • Work level 2 – leading a team of employees with the ability to manage resources, set targets, and manage and motivate others.
- ▶ • Work level 3 – running an operating unit. Requires management skills, including planning, target setting, and reporting.
- ▶ • Work level 4 – supporting operating units and recommending strategic change.
- ▶ • Work level 5 – responsible for the performance of Tesco as a whole. the ability to lead and direct others, and to make major decisions.
- ▶ • Work level 6 – creating the purpose, values, and goals for Tesco

Personal SWOT
analysis refer appendix
C (Skills
and behaviours)



- ▶ The Mayo theory is seen to be operating throughout the company. Communication is an extremely important factor in motivating employees.
- ▶ Tesco promotes motivation through its many training and development opportunities. Everyone has access not just to the training they need to do their job well but also to leadership training to grow within the company.
- ▶ Tesco offers strategic career planning to help staff 'achieve the extraordinary'
- ▶ 360-degree feedback. This helps employees to understand their behavior, strengths, and weaknesses within the workplace as
- ▶ others see them.

Conclusions and Thanks



- ▶ To conclude, as I stated at the beginning, any organization needs a well-trained Human Resources Director to handle all company affairs. for example; documentation of the company, of the employees, as well as the necessary training for the employees.
- ▶ I explained what training I need to fill this HR officer position.
- ▶ The qualifications needed to develop the role of HR Director, the values and behaviors that Nviro expects from a person in this position, the Benefits of the role and working for Nviro, the Personal SWOT Analysis and the Personal SWOT Analysis see Appendix B and C (Skills and behaviors) and finalized with references to support the work and my thanks

References

- ▶ [This Photo](#) by Unknown author is licensed under [CC BY-SA](#).
- ▶ helpboard.com. 2022. Training and Development in HRM its Meaning Definition, Needs & Importance. [online] Available at: <https://www.hrhelpboard.com/training-development.htm#google_vignette> [Access ed 18 July 2022].

