

Developing Relationships and Workplace Achievements

Assignment 2

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Introduction

This report will research the key skills, behaviours and knowledge development that are required by HR professionals across the working environment.

I will perform a personal skills evaluation and identify training and development skills that are required.

By assessing the potential benefits to the organisation of developing as an HR officer through beneficial training and development.

Analysing and evaluating my starting points and coming up with suitable conclusions supported by demonstrating knowledge and understanding models and theories.

Human resources are the dividing of a business that is in charged with finding, screening, recruiting, and training job applicants, as well as organising employee-benefit projects.

HR plays a vital role in helping companies deal with a rapid changing business environment and a fast demand for quality employees in the present day.

You must have a depth **substructure** in the many functions of Human Resources. A current requirement is that you must be able to deal with the daily challenges that arise.

You may have to resolve simple situations. Or it could be a much more complex issue that is being investigated and conducted by the Department of Fair Employment and Housing (DFEH).

Whether the issue is something simple or more difficult, a good Human Resources professional must be able to resolve all types of issues, calmly and **neutrally**.

To be a good Human Resource professional you must have excellent communication skills.

Being able to listen and hear what the other person is saying is a real skill to have as a human resource expert.

You need to be able to deal with people in a warm and professional manner so that people can relate to you.

Everyone goes to Human Resources for assistance and advice, so being able to communicate effectively is essential.

