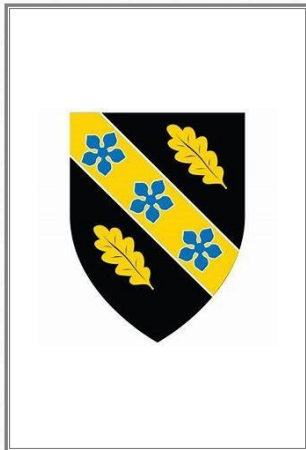




TRAINING AND DEVELOPMENT NEEDS FOR AN HR OFFICER BMSW5102

“The right people in the right place”
(GREW, 2018)

Vanessa LIVERPOOL(1917235) Lecturer: Modak Koushik Date: 04.04.2021

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Introduction

This presentation will evaluate the role of an HR officer within an organisation

Personal skills Audit

Professional development plan within an organisation

Development Models, Methods, theories

(De Montfort University, 2021)



SECTION 1

By Vanessa Liverpool

Recruitment & Selection



Identifying the HR Requirement



Identifying possible sources of HR supply



Communicating the information



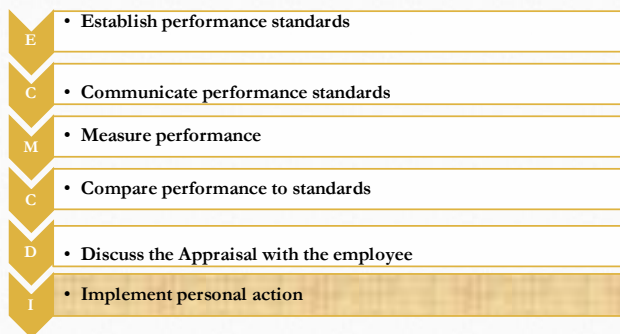
Receiving the application

By Vanessa Liverpool

Speaker Notes:

Recruiting and selecting the right candidate is one of the key roles for an HR officer. The appeal new recruits begins when the role is designed. The line manager refers this to the HR shortly after, HR begins the process of recruiting. Following this procedures, HR can potentially use several platforms and mechanisms in order to selcted the best candidate for the role such as interviews, reference inspections while applying other enlistment procedures. Every so often, when there are many applicants, HR can use other tools to help and support the process in order to focus on the appropriate potential new staff member. As a result, the this applicant can now proceed to the next step where they will be interviewed and further evaluation.

Performance Management



By Vanessa Liverpool

Speaker notes:

As soon as candidates are hired, performance management develops such a significant focus within the HR department. It depicts supporting team members to be superlative in their ethics. Typically team members have specific and established responsibilities. Performance management is an edifice which promotes team members to comments on their performances, which should help in attaining their greatest performances. Most organisations, perform a management cycle, which includes planning, monitoring, reviewing and rewarding their staffs performances. As a result, this process enables companies to classify their employees performances. Excellent performance is paramount, staff members who are inspired and encourage to their full potential, most naturally tend to be more efficient (Dean, 2012).

Learning & Developing



Employee learning



Competency
(knowledge skills, attitude)



Organisation capability



By Vanessa Liverpool

Speaker notes:

Within the HR department, learning and development warrants that staff members become accustomed to adjustment made during transitioning periods, such as technology, environmental and legal alterations. Learning and development is directed by HR and good practices can enhance the development of organisation. There are specific funding for this, while employees can be equipped with a great amount of knowledge. Learning and developing promotes future leaders (Learning and development, 2021).



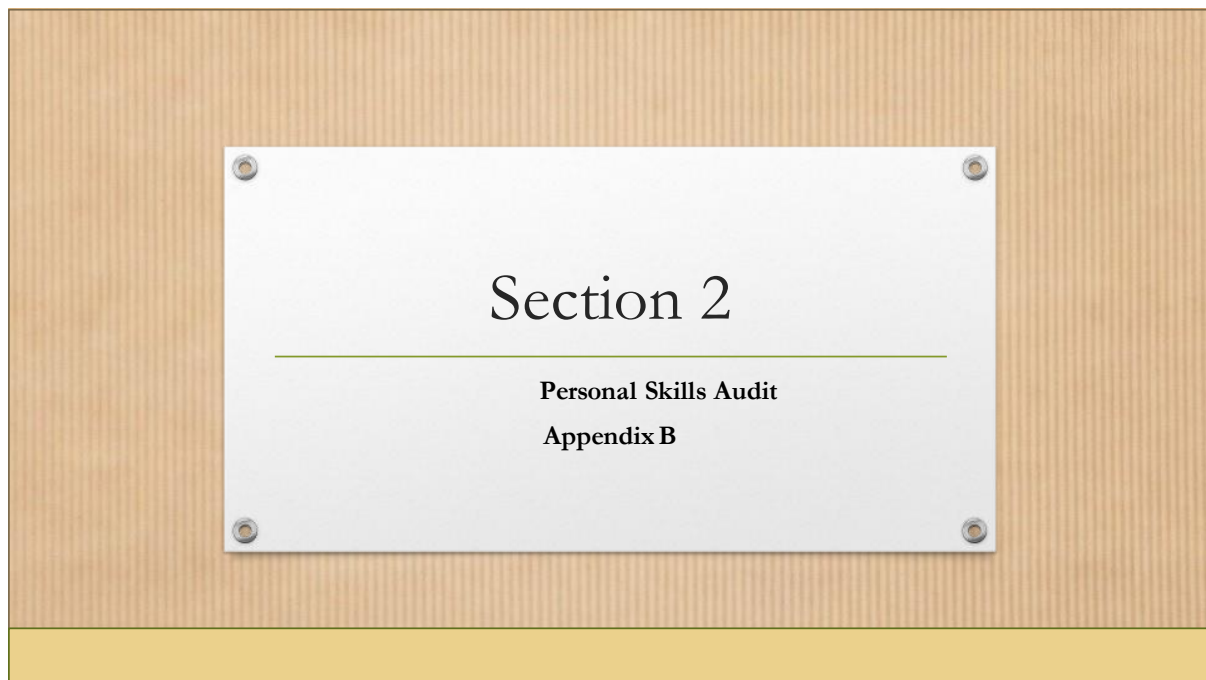
Succession Planning

- Critical position must be identified
- Identification of competencies
- Succession management strategies need to also be identified
- Implement and document succession plan
- Evaluate effectiveness

(HR Management, 2021)

Speaker notes:

Succession planning is the progression of planning contingencies in relation to vital personnel. For example if a manager did not turn up for work for whatever reason, there should be someone to cover his position with the ability to the job, this will save the company a substantial amount of money. This is usually support by performance evaluations and Learning development. However, this role is usually for staff members who are either trained or are qualified within that field (CIPD,2021).



Speaker notes:

After discussion above referring to Eurostar, it was brought to my attention the importance of personal skills evaluation. Consequently, on the HR department perspective, the analysis of personal skills is paramount in facilitating their performance target. As a result, my personal performance can further be explained by the four topics discussed above. I found recruitment and selection very difficult for a and I stringly believe it is and era where I need to improve, as selecting the wrong personnel can be detrimental for Eurostar. The other point which came up for me was the performance in regards to discussing appraisal with the personnel, this area reflects tremendously on the HR officer, if needs are unable to be meet (Eurostar.com).

Section 3

Assessment of the organisation

Speaker note:

An HR officer should be trained in people management, career management and conflict management. However, while I make reference to the Hollands Model of occupational personality, It is my opinion that while training is important, it is vital that companies understand that employees have different personalities, such as realistic, investigative, artistic, social, enterprising and conventional(Career key,Inc, 2021). It is safe to say that some employees may turn up at work with all six personalities at once I am a realistic personality myself. At times I truly feel that the actual training is not necessary, as all the individual may need is just as little bit of coaching as referred in the Forunies approach(Lewis, 1998). As I have a deeper thinking process on how companies rushes through protocols at times it would be great if they took the time out to really focus on a Model of Career development, all goals can be identified and met by focusing on the personnel strengths and weaknesses while periodically reassessing the goals and progress towards their goals. Last but not my least of points, Shein`s typology of career anchors helps us to understand that there are different levels of competencies in order to motivate employees(Kirby, 2013).

Conclusion

Speaker notes:

To conclude, after evaluating and analysing training and development needed by an HR officer, it is clear that while companies may need to follow a guideline and policies, it is vital that in order to prevent discrimination that personnel should be trained. With that being said, this could depend on the individual personality and the way in which they work. Consequently, some individuals may understand the task ahead, with full or no training, yet due to lack of confidence, this individual may need coaching and just simply reassuring. It is safe to say, that being an HR officer is coming to the office everyday ready to face different moods, personalities with a mixture of learning knowledge, skills and behaviours.

Thank you!

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Appendix B

Personal Skills Audit

Name: Vanessa Liverpool

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	☒	☐	☐	☐
Use Excel spreadsheet	☐	☐	☐	☒
Use a Database	☐	☐	☒	☐
Use specialist HR software	☐	☒	☐	☐
Use the internet	☒	☐	☐	☐
Use e-mail	☒	☐	☐	☐
Use PowerPoint	☐	☒	☐	☐
	Very good	Good	Adequate	Little or no experience
Communication Skills				
Drafting contracts of employment	☐	☒	☐	☐
Taking notes of disciplinary Hearings	☒	☐	☐	☐
Write reports	☒	☐	☐	☐
Produce material to support presentations	☐	☒	☐	☐
Delivering a training session	☐	☒	☐	☐
Resolving disputes/complaints	☐	☒	☐	☐
Interviewing	☒	☐	☐	☐
Advising on HR issues	☐	☒	☐	☐
	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	☒	☐	☐	☐

Explore more than one solution in order to solve a problem				
Consider the ideas of others to help solve problems				

Supervisory Management

How much experience have you had in your role?	☐ < 1 month	☒ 1-3 months	☐ > 3 months
How many people have you managed at any one time?	☐ None	☒ 1-5	☐ Above 5

I declare that the information given in this form is true

Signed	Vanessa Liverpool
Date	04.04.2021

