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COURSE : DEVELOPING RELATIONSHIP AND WORKPLACE ACHIEVEMENT (BMSW 5102)

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INTRODUCTION

- Asda Stores Ltd., also known as ASDA, is a UK supermarket chain and is renowned for its retail supplies.
- Back in 1949, an Asquith family amalgamated their retail company with Associated Dairies company of Yorkshire to form ASDA (Asda, 2022).
- By the March 2021 reports, ASDA became a part of the “largest ever sterling bond offering”. (Asda, 2022)
- In today’s time ASDA is one of the most recognized global retail brands.



KNOWLEDGE ESSENTIAL FOR A HR PROFESSIONAL

- Must be knowledgeable about the needs and benefits essential for the employees of the ASDA company (Crino and Leap, 2019).
- Proper knowledge of the recruitment ,selection , training an compensation.
- Knowledge about the policies and the laws made for the employees is another crucial thing to add on the list.



SKILLS REQUIRED FOR A HR PROFESSIONAL

- In Asda one important skill is decision making and judgement.
- As an HR, one must have the gift to be an active listener but also to communicate and coordinate employees.
- Management of financial resources is one crucial skill required for an HR manager.



BEHAVIOUR ASPECTS IMPORTANT FOR HR PROFESSIONAL

- Being energetic and practical towards work-related issues in order to keep the employees motivated.
- Being loyal towards the needs of the employees and the benefits they deserve.
- Maintain a strict attitude in order to balance the work environment.



SWOT

Strength :

Communication skills

Time management

Goal setting

Conflict resolution

Weakness :

Time

Unpredictability

Opportunity :

Personal career development

Leadership stability

Threats

Covid 19

Recruiting



SKILL AUDIT

- Very good at Microsoft Office
- Expert at handling Excel spreadsheet
- Drafting contracts of employment
- Communication is one of my strongest skills

Most valued soft skills



Personal Skills Audit

Name : Ana-Maria Stanciu

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

✓				
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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 Ana Maria Stanciu

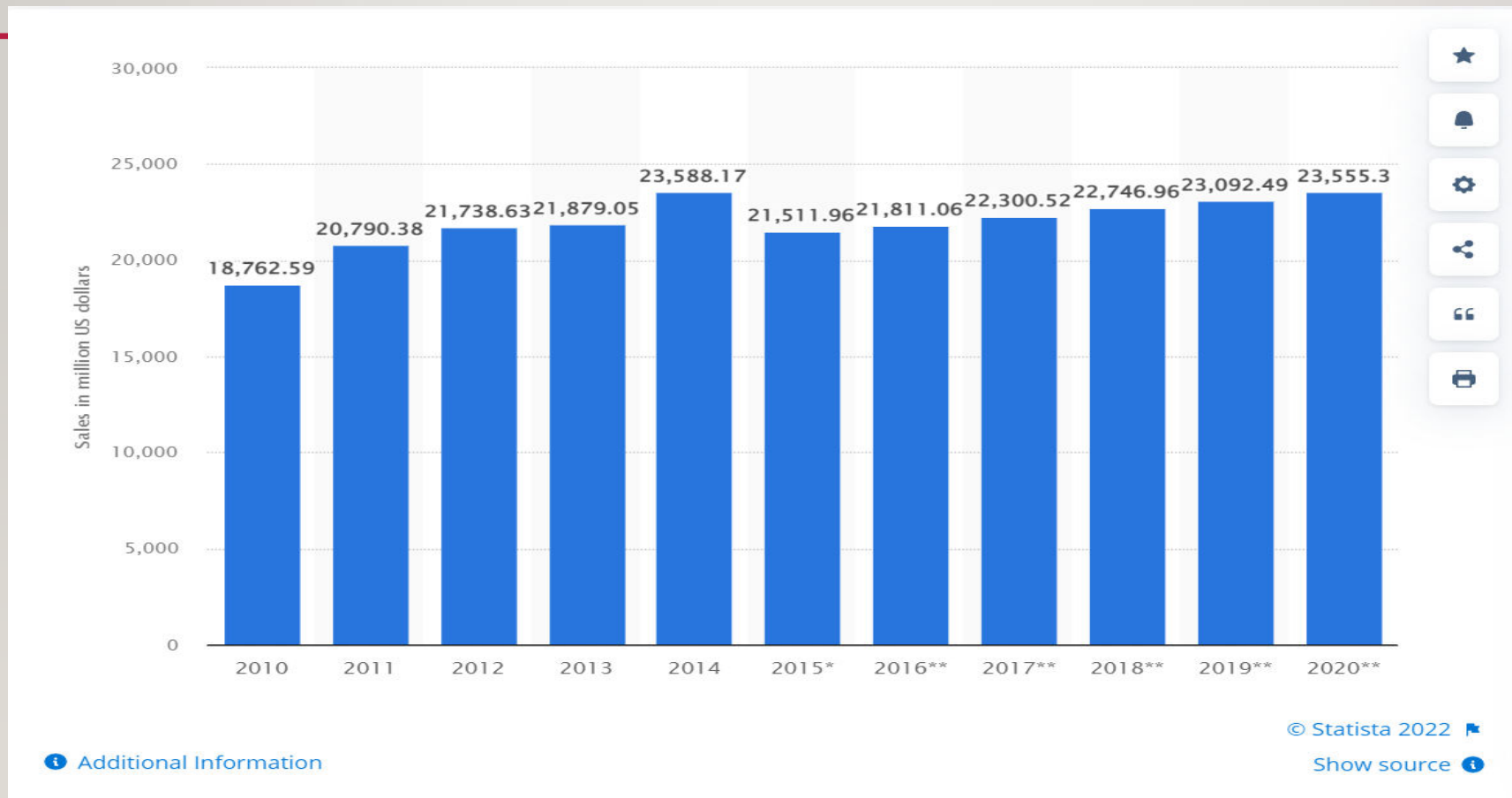
Date 06.2022

BENEFITS OF EFFECTIVE TRAINING AND DEVELOPMENT

- I believe I have been an advantageous element for the company after the HR training and development.
- The training and development has granted me an opportunity to understand the market better.
- As a survey that was done before and after the training the customer satisfaction was increased
- More skilled employees that resulted in :
- Higher sales that are shown in the next slide graph.



BENEFITS OF EFFECTIVE TRAINING AND DEVELOPMENT



(Statista, 2022)

CONCLUSIONS:

In conclusion an HR manager needs to be incorporated into overall plan to ensure that persons are used effectively and to give companies higher returns on investments (ROI).

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THANK
YOU!
