'TRAINING AND DEVELOPMENT NEEDS FOR AN HR OFFICER'



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Developing Relationships and Workplace Achievements

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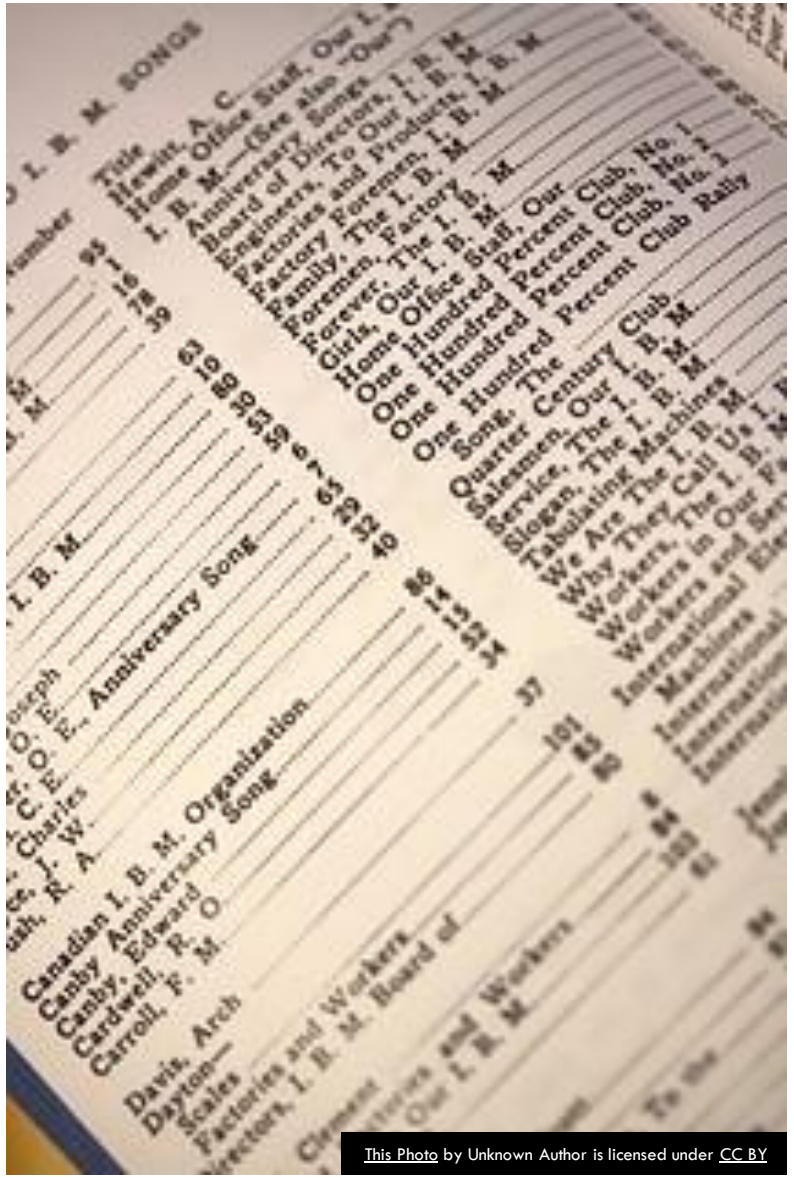
Potential Benefits of Training and Development as an HR Officer at Microsoft

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Appendix A

Appendix B



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- Microsoft employs 220,000 dedicated people across 190 countries (Microsoft, 2021).
- Microsoft culture encourages investigation (Microsoft, 2021).
- Microsoft HR comes with a learn-it-all mentality (Microsoft, 2021).



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KSBs are the core attributes that you must have in order to be competent



Relates to the learning you'll do- HR Best Practices, Employment Laws, Microsoft's HR Policies



Are the application of knowledge - Leadership, Communication, Analytical Skills



Your mindset and how you work- Ethics and Integrity, Agility, Result-Driven

Key responsibilities of an HR Officer:

- Talent Acquisition
- Performance Management
- Training and Development
- Employee Relations
- Strategic Planning
- Diversity and Inclusion
- Compensation and Benefits



Microsoft HR Officers:

- Manages and develops human resources
- Responsible for talent acquisition
- Facilitates employee growth
- Ensures a diverse and inclusive work environment
- Fosters a positive workplace culture
- Aligns individual goals with Microsoft's strategic objectives
- Plays a key role in driving innovation and growth



SWOT ANALYSIS OF MY ROLE AS AN HR OFFICER AT MICROSOFT

Strengths	Weaknesses
Strong knowledge of HR best practices and Microsoft's HR Policies, Leadership skills, Strong ethics and integrity.	Developing knowledge in employment laws, Moderate communication skills and agility, Developing analytical skills.
Opportunities	**Threats**
Continuous learning environment at Microsoft, Rising importance of HR in tech industry, Diversity and inclusion initiatives at Microsoft.	Rapid changes in HR tech tools, High expectations from HR roles in tech industry, Evolving employment laws and regulations.

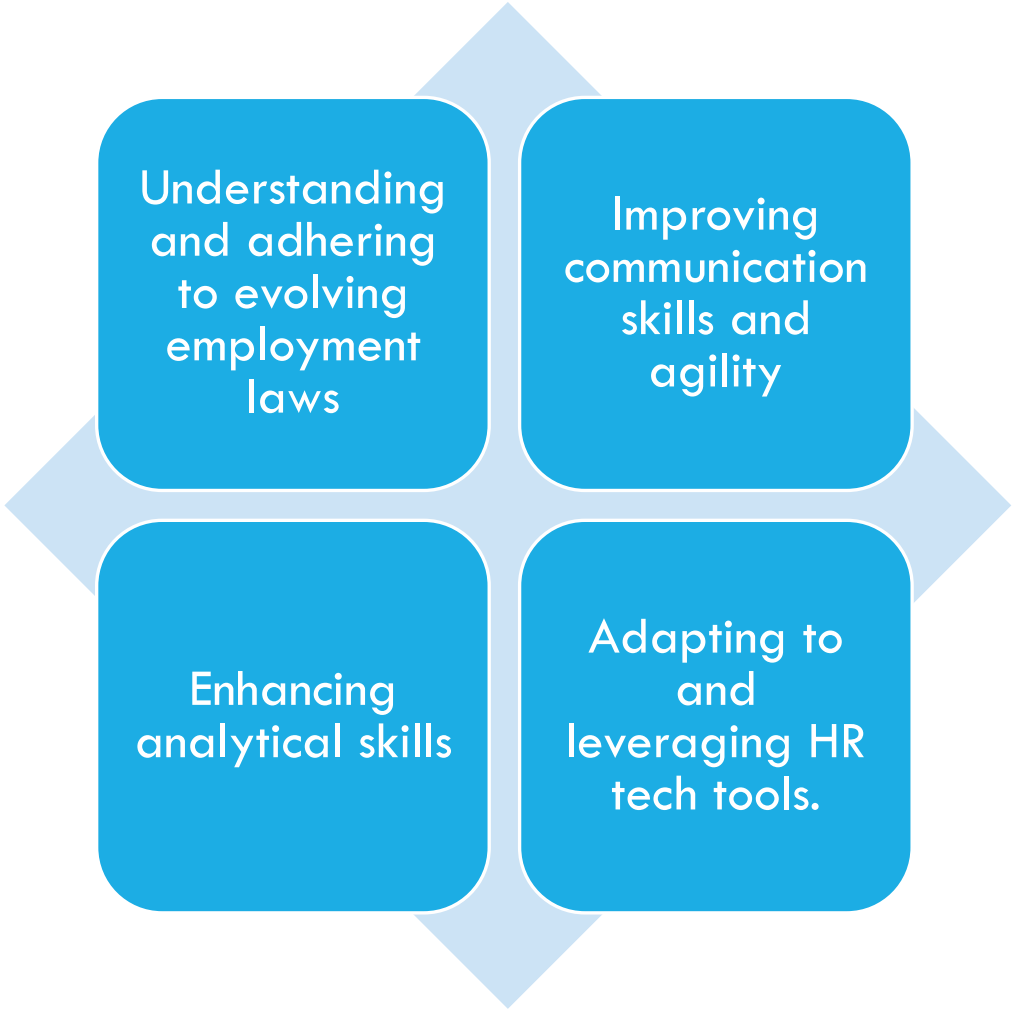
PERSONAL SKILLS AUDIT IN THE CONTEXT OF MICROSOFT'S HR OFFICER ROLE



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	Strong	**Moderate**	**Developing**
Knowledge	-HR Best Practice -Microsoft's HR Policies		Employment Laws
Skills	Leadership	Communication	Analytical Skills
Behaviours	-Ethics and Integrity -Result-Driven	Agility	

IMPORTANCE OF TRAINING AND DEVELOPMENT



POTENTIAL BENEFITS OF TRAINING AND DEVELOPMENT AS AN HR OFFICER AT MICROSOFT

Boost productivity and efficiency.

Enhance compliance and risk management.

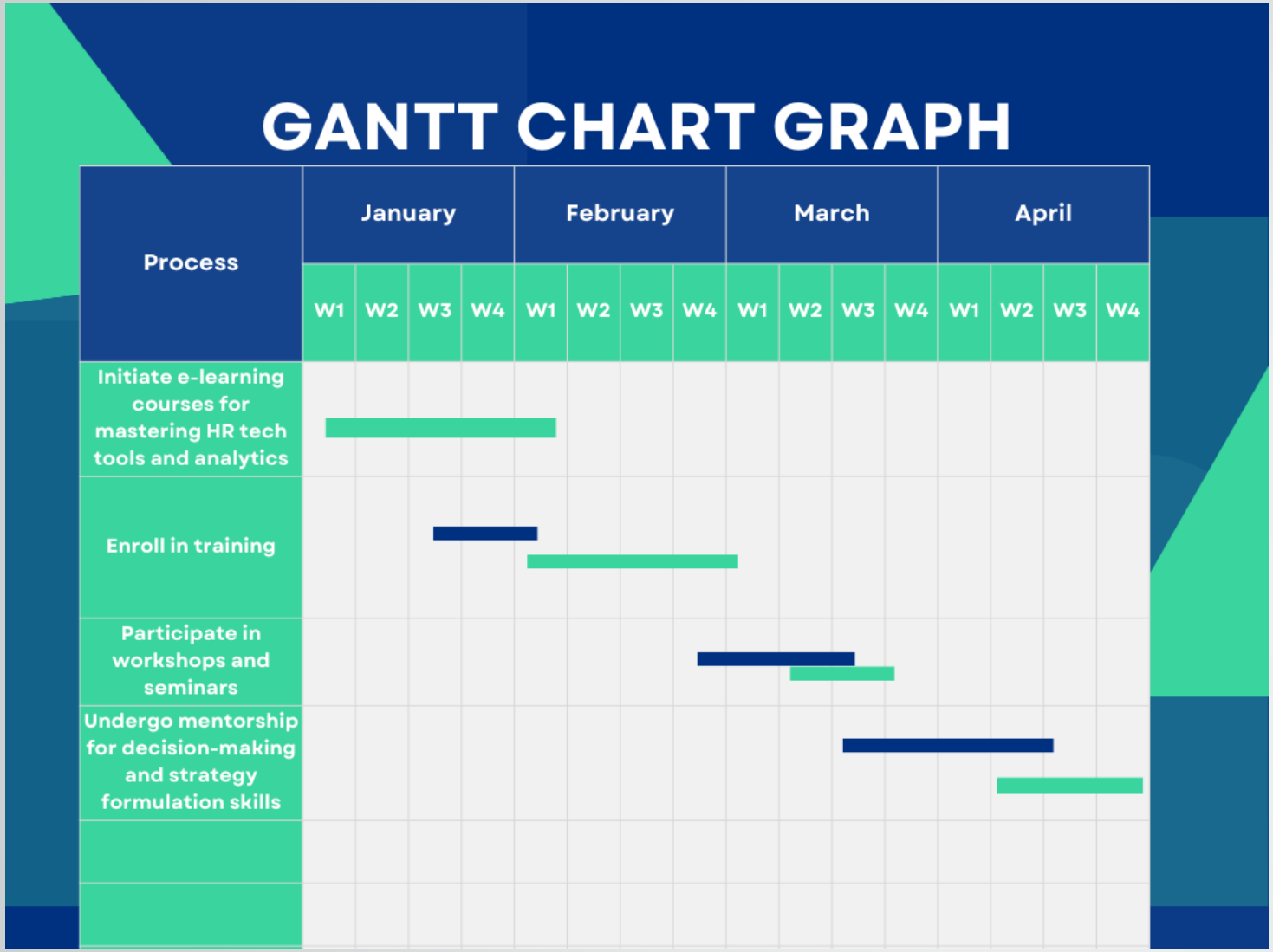
Improve employee satisfaction and engagement.

Inform decision-making and strategy formulation.

Increase personal growth and career progression.



Source: venngage.com/blog/hr-infographic



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PROPOSED DEVELOPMENT PLAN

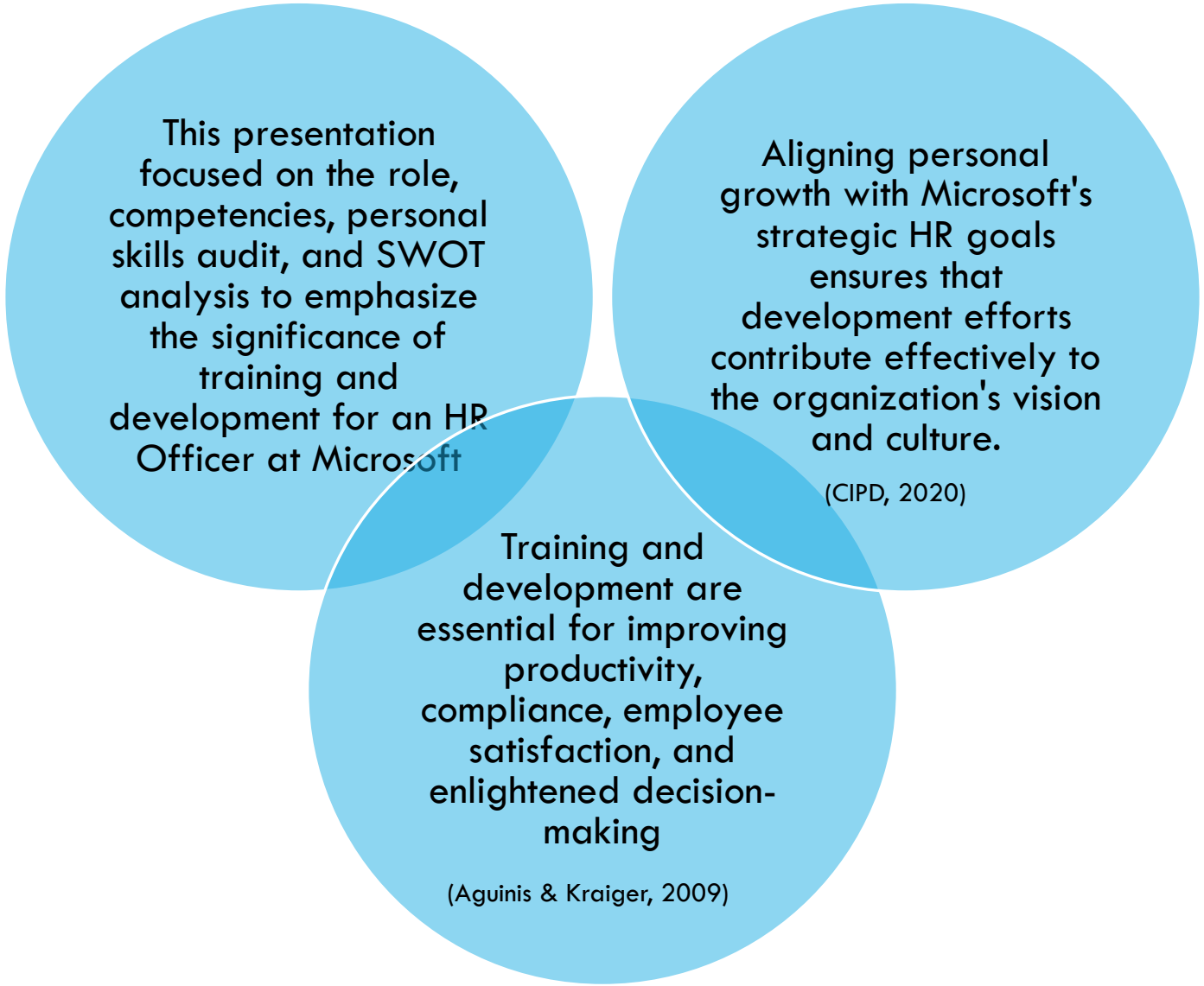
-Initiate e-learning courses for mastering HR tech tools and analytics.

-Enroll in training for up-to-date compliance and risk management knowledge.

-Participate in workshops and seminars for improved communication and agility.

-Undergo mentorship for decision-making and strategy formulation skills.

Conclusion:


This presentation focused on the role, competencies, personal skills audit, and SWOT analysis to emphasize the significance of training and development for an HR Officer at Microsoft
Aligning personal growth with Microsoft's strategic HR goals ensures that development efforts contribute effectively to the organization's vision and culture.
(CIPD, 2020)
Training and development are essential for improving productivity, compliance, employee satisfaction, and enlightened decision-making
(Aguinis & Kraiger, 2009)

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SWOT ANALYSIS OF MY ROLE AS AN HR OFFICER AT MICROSOFT

Using my SWOT analysis and "Holland's Model of Occupational Personality Types" as a guide, it is likely to conclude that I am a conventional and realistic type. However, I also identified with some enterprising characteristics.

Strengths	Weaknesses
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Appendix B

Personal Skills Audit

Name	Elena Radu
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	x			
Use Excel spreadsheet	x			
Use a Database		x		
Use specialist HR software		x		
Use the internet	x			
Use e-mail	x			
Use PowerPoint	x			

	Very good	Good	Adequate	Little or no experience
Communication Skills				
Drafting contracts of employment	x			
Taking notes of disciplinary hearings	x			
Write reports	x			
Produce material to support presentations	x			
Delivering a training session		x		
Resolving disputes/complaints		x		
Interviewing		x		
Advising on HR issues		x		

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

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

I declare that the information given in this form is true	
Signed	Elena Radu
Date	10.07.2023