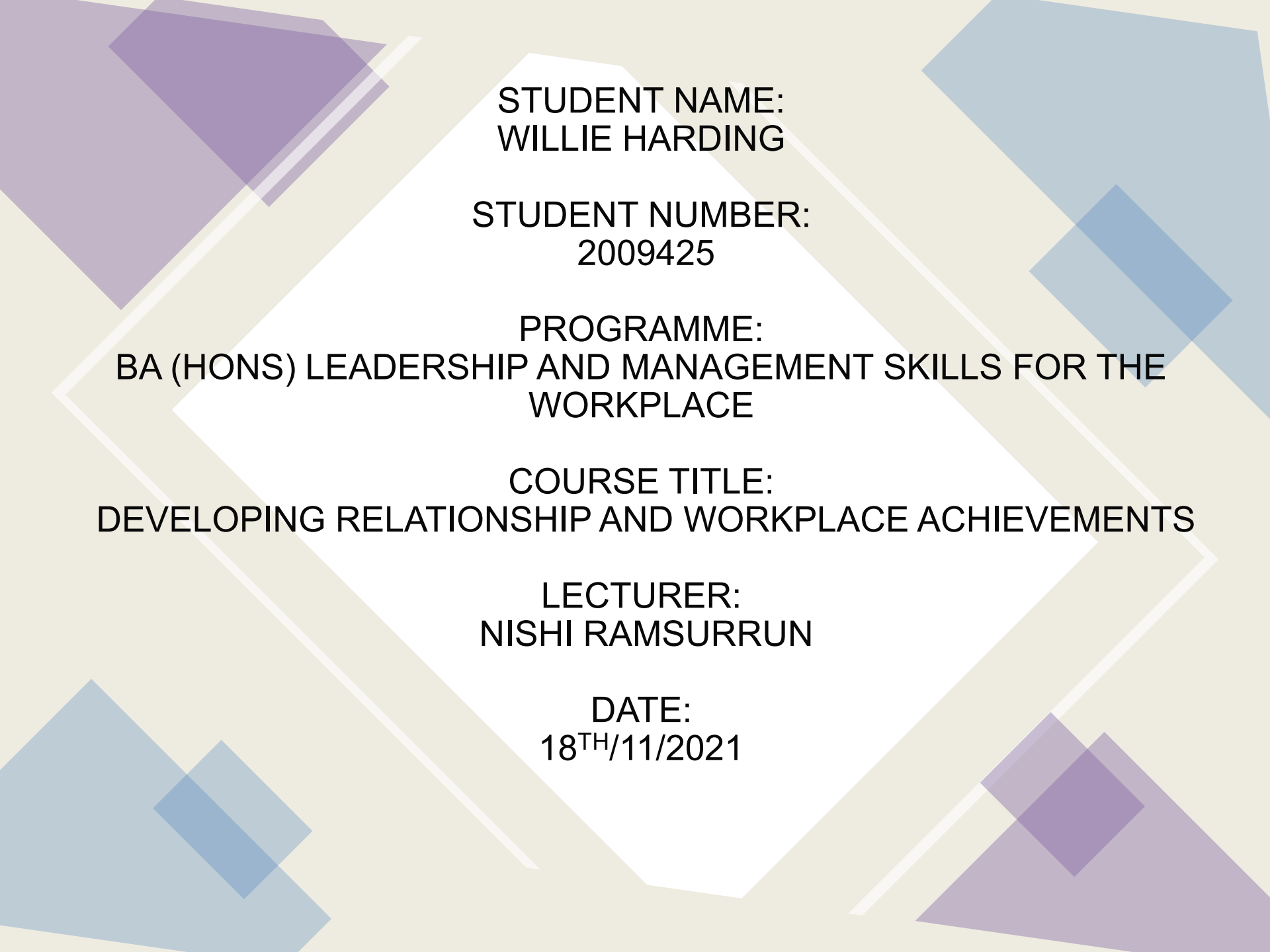




STUDENT NAME:
WILLIE HARDING

STUDENT NUMBER:
2009425

PROGRAMME:
BA (HONS) LEADERSHIP AND MANAGEMENT SKILLS FOR THE
WORKPLACE

COURSE TITLE:
DEVELOPING RELATIONSHIP AND WORKPLACE ACHIEVEMENTS

LECTURER:
NISHI RAMSURRUN

DATE:
18TH/11/2021

CONTENTS

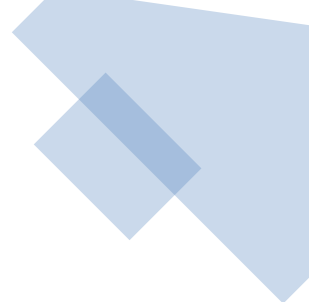
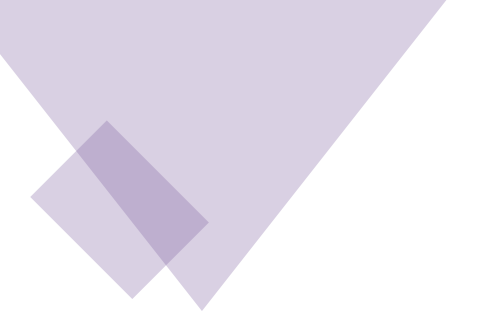
- Training and Development needs for a Human Resource officer
- Appropriate Knowledge, Skills and Behaviours as a Human Resources officer
- Training benefit to the Organisation and the Human Resources officer
- Training needed (Refer to Appendix)
- Conclusion
- References
- Appendix

Training and Development needs for a Human Resource officer

Introduction

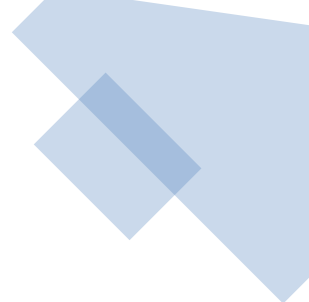
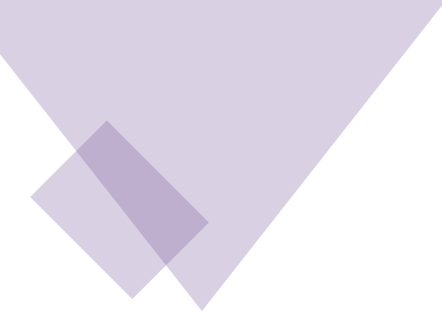
This organisation Compass Group UK and Ireland Ltd. Where I am currently working as a chef is a massive catering and hospitality business oriented thus have branches nationally and international and employed thousands of staff.

Main headquarters is in the United State of America and regional office is in the United Kingdom



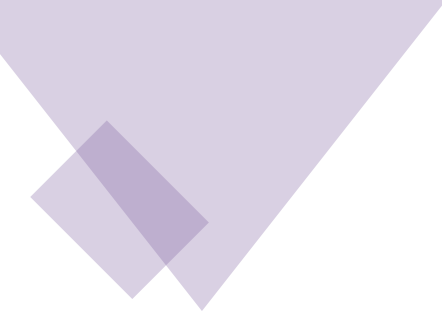
APPROPRIATE KNOWLEDGE, SKILLS AND BEHAVIOURS AS A HUMAN RESOURCES OFFICER

- As a Human Resources officer there should be an adequate knowledge of all departments within the organization.
 - Equality and Diversity (2010)
 - Awareness of policies
 - Health and Safety at work (1974)
 - Good knowledge of Employment Laws and Ethics (1996)
- 

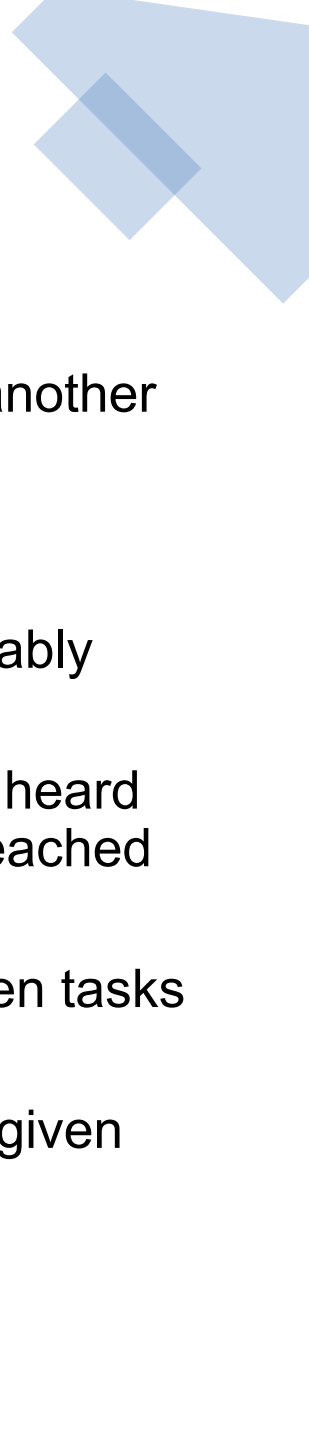


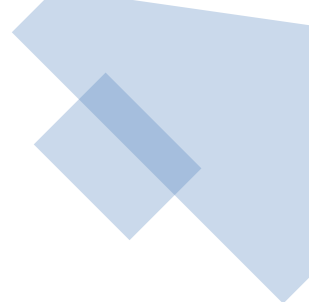
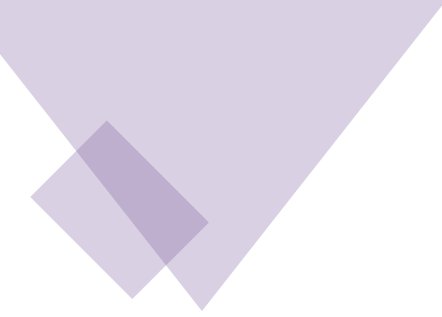
SKILLS

- As a Human Resource Officer these skills below must be attained:
 - Employability skills
 - Effective Time management
 - Good numeracy and computer knowhow
 - Effective communication both verbal and written
 - Conflicts management and problem solving
 - Good team and interpersonal skills
- 



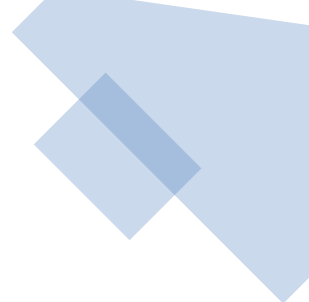
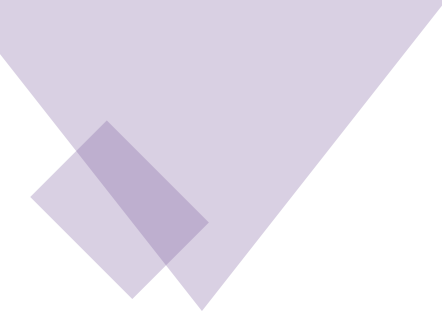
BEHAVIOURS

- Trust One Another. be honest with one another also truthful and transparent
 - Engage in Conflict Around Ideas this will enables all parties to solve problems amicably
 - Commit to Decisions all parties must be heard and respected once decisions has been reached
 - Focus on achieving results on every given tasks
 - Hold on one another accountable when given responsibilities
- 



TRAINING BENEFIT TO THE ORGANISATION AND THE HUMAN RESOURCES OFFICER

- To the organisation, it helps to improve the efficiency of their outputs
 - Confidence building and recognition which will lead to promotion.
 - It also reenergises new skills and ideas to be used in the organisation.
- 



TRAINING BENEFIT TO THE ORGANISATION AND THE HUMAN RESOURCES OFFICER CONTINUE

- To the individual or employee, it helps to keep their knowledge and skills up to date
 - Competency of the employee is always increases and more efficient in working in the workplace
 - It helps the employee to develop his/her career goal
 - confidence and morale are built thus makes he/she stands out from others
- 



TRAINING NEEDED

- Knowledge and skills needed for the identified areas mentioned below from the Personal Skills Audit sheet they are:
 - Specialist Human Resources software whereby request will be made to the company for the training manuals or the manager to implement or carry out the necessary programme, software like INTELLiHR which is fully configurable and can be used to tailor any process, workflow or employee file such as training records, to fit their specific requirements.
 - Drafting contract of employment also needed and additional development to be requested to the manager according to the policy and procedure of the company.
- 

CONCLUSION

Areas already identified needed further improvements and if any additional training is required must contact the manager or head of department according to the company's policy and procedure to organise training processes.

REFERENCES

CIPD (2020), Equality and Diversity

Available at: <https://www.cipd.co.uk/knowledge/fundamentals/emp-law>
(Accessed: 16th November 2021)

Employment Rights Act 1996, Available at:

<https://www.legislation.gov.uk/ukpga/1996> (Accessed: 16th November 2021)

Health and Safety at Work 1974, Available at:

<https://www.hse.gov.uk/legislation/hswa> (Accessed: 16th November 2021)

APPENDIX

Appendix B

Personal Skills Audit

Name	WILLIE HARDING (2009425)
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		✓		
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	
Date	20-11-2021