



University of Wales
Trinity Saint David
LONDON

WELCOME TO MY PRESENTATION



Course: BA (Hons) Leadership and Management Skills for the Workplace
Module: Developing Relationships and Workplace Achievements
(BMSW 5102-A1)

Assignment title : Training and Development needs for a HR officer

Student: Sajeda Akter (2018704)

Lecturer: Ejrio Eshwode

Date: 20/11/2022



Assumption:

“I am appointed as a graduate trainee Human Resource (HR) Officer within the Human Resources Department of Tesco”



Tesco PLC is a multinational British retailer of groceries and other goods with its headquarters in Welwyn Garden City, England. According to gross revenues, it was the third-largest retailer in the world in 2011. Jack Cohen established Tesco in 1919, and Ken Murphy is the company's current CEO. Store network distributed in Slovakia, the Czech Republic, Hungary, the UK, Ireland, and the Czech Republic. In the UK, where it holds 28.4% of the market share, in groceries tesco is the market leader.

Tesco has 3433 outlets and 345000 employees around the UK.



For the position of Human Resource Officer,
following knowledge, skills and behaviour were the requirement for this position:



Knowledge & Behaviour:

- Clerical – Clerical includes administrative role.
- Communications - Communication is essential for HR employee to pass through the information.
- Behaviour and trends - group behaviour and dynamics, trends, migrations, ethnicity, cultures etc.
- Personnel & Human Resources - Recruitment, selection, training, compensation and benefits
- Administration– Management, planning, leadership, and coordination.



Knowledge & Behaviour:

- English - Good listening, writing and speaking.
- Training – Designing and conducting training required for colleagues in different department. Public
- Safety and Security – Safety procedure, policies, strategies of security to protect people, property and data.
- Accounting – Basic knowledge of accounting, analysis and reporting of financial data.



Skills:

- Listening- listen to other people, asking questions when necessary, and refraining from unwanted interruptions.
- Speaking – Conveying the message through conversation.
- Management of Resources: Identify the best person for the job at the same time motivating, developing, and leading employees.
- Decision-making and judgement – Cost benefit analysis and select the best course of action.
- Coordination: Syncing all related activities.
- Negotiation skill to resolve the dispute.
- Writing – Convey the message through written communication.



Skills:

- Identifying issues and examining pertinent data to generate and assess solutions .
- Managing one's own and other people's time.
- Persuasion - process of getting someone to alter their opinion or conduct.
- Monitoring - Assessing your own, other people's, or organisations' performance in order to make improvements or take corrective action.
- Instruction - Teaching people a skill in a easy way..
- Service-oriented behaviour: actively seeking out methods to assist others.



Personal SWOT analysis: My Strength and Weakness:

Strength:

- ❑ Organizing and time management
- ❑ Attention to detail
- ❑ Able to prioritise work
- ❑ Sensitivity and understanding.
- ❑ To be flexible and open to change
- ❑ Time Management

Weakness:

- ❑ Lack of knowledge of HR software
- ❑ Nervousness about public speaking
- ❑ IT skills in areas such as word processing, spreadsheets and databases
- ❑ The ability to cope with a heavy workload
- ❑ Discomfort with taking big risks



Personal SWOT analysis: My `opportunity and Threat:

Opportunity:

- Plenty of training on every sector
- Easily accessible internet and resources
- Team building and networking

Threat:

- Other colleague may fill the gaps if I'm not prepare myself for the position.
- Social economic factors.



Benefits of training and development:

Advantage of Continuous Professional Development (CPD) / on the job training –

- keeps the information current.
- keeps the standard of professionalism high.
- increases trustworthiness and credibility.
- It aids in career goal achievement.
- enhances knowledge and keeps one capable.
- Boost employee morale and drive at work.



Benefits of training and development:

Benefit of CPD for the organization –

- uphold the level of work.
- Encourage employee engagement.
- maximise the potential of your staff.
- impede employee re-engagement
- increase operational effectiveness.



Conclusion:

This is the process to develop myself for the position. First, identify the requirement, then do the personal SWOT analysis and lastly do the personal skill audit by which I can identify the area(s) where I need training and development. Surely after the Continuous Professional Development (CPD) or training, I will be able to turn all my weaknesses into my strength which will be beneficial for both me and my employer.



References:

Suarta, M. and Suwintana,K. (2017) Employability skills required by the 21st-century workplace: a literature review of labour market demand. Education and Humanities Research, vol 102 . Bali

Abelha, Marta & Fernandes, (2020). Graduate Employability and Competence Development in Higher Education-A Systematic Literature Review Using PRISMA. Sustainability. 12. 5900. 10.3390/su12155900.

Cassidy, S. (2006). Developing employability skills: Peer assessment in higher education. Education + Training, 48(7): 508-517.

Tesco Plc. Wikipedia <https://en.wikipedia.org/wiki/Tesco>. Website access on 10.11.2022



Personal Skill Audit:

	Very good	Good	Adequate	Little or no experience
Communication Skills:				
MS Word		X		
Excel Spreadsheet				X
Specialist HR Software				X
Use of Internet		X		
Email		X		
Powerpoint		X		
Drafting contract				X
Taking notes from audio				X
Write report		X		
Delivering a training session			X	
Interviewing			X	
Problem solving skills:				
Verbal reasoning skills				X
Handle complex data				X
Solving a problem in different way			X	
Consider others idea		X		
Supervisory Management:				
How much experience?				<1 month
How many people have you managed?			1-5	

I declare that the information given in this form is true

Signed

Sajeda Akter

Date

10.11.2022



University of Wales
Trinity Saint David
LONDON

Thank you