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MODULE: DEVELOPING RELATIONSHIPS
AND WORKPLACE ACHIEVEMENTS
(BMSW5102)
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TRAINING AND DEVELOPMENT NEEDS
FOR AN HR OFFICER

OUTLINE

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INTRODUCTION

This presentation will provide an overview of the organisation and the role of human resource management at the firm.

It will also analyse the different knowledge skills and behaviours that are needed by a human resource professional in order to efficiently contribute to the growth of the organisation.



Source: (callistohr.co.uk/2018)

OVERVIEW OF THE ORGANISATION

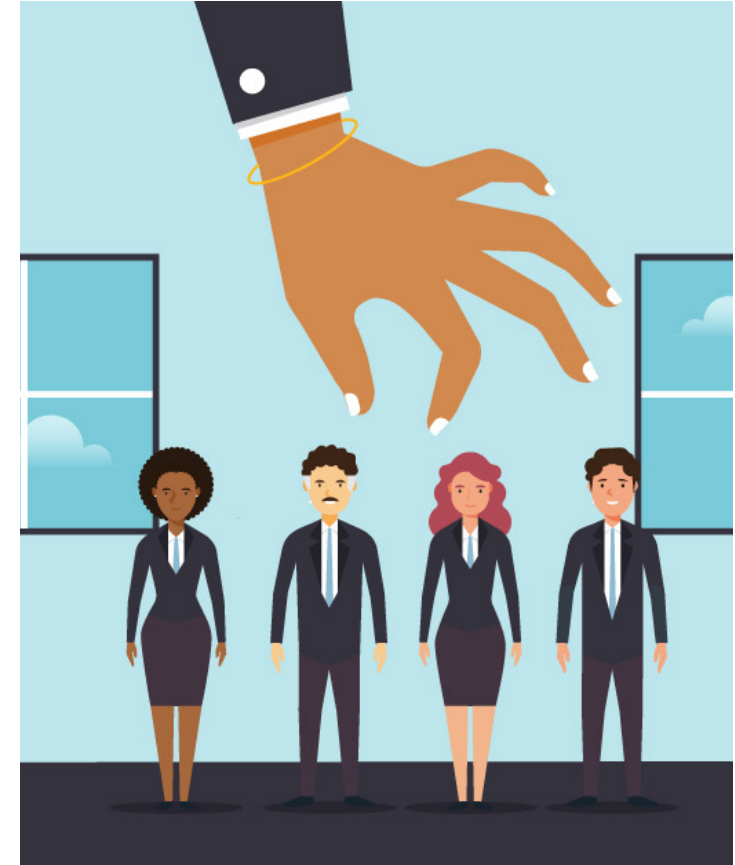
Primark is an Irish-based organisation

It offers clothing and accessories

Around 70,000 employees in around 14 countries in the world

HUMAN RESOURCE MANAGEMENT AT THE ORGANISATION

- Managing the employees and the human capital.
- Recruiting, selecting, orientation, training, and development.



Source: (online.Maryville.edu/2023)

KNOWLEDGE, SKILLS, AND BEHAVIOR REQUIRED BY THE HUMAN RESOURCE PROFESSIONAL

KNOWLEDGE



Management and personnel resources



Reading comprehension



Writing



System analysis



Learning Strategies



Management of financial resources



Mathematics

KNOWLEDGE,
SKILLS, AND
BEHAVIOR
REQUIRED BY
THE HUMAN
RESOURCE
PROFESSIONAL

SKILLS



Speaking



Active listening skills



Judgement and decision-making



Negotiation



Monitoring



Time management



Creativity

KNOWLEDGE,
SKILLS, AND
BEHAVIOR
REQUIRED BY
THE HUMAN
RESOURCE
PROFESSIONAL

BEHAVIOUR



Disciplined behavior



Team building



Collaborative behavior

PERSONAL SKILL AUDIT

Process of analysing and assessing the skills and knowledge that an individual has.

It help in understanding the need for training and development



Source: (aihr.com/2023)

TRAINING AND DEVELOPMENT NEEDS



Time management



Skills concerned with
technology



Critical analysis and
decision-making skill

BENEFITS OF THE ORGANISATION



Improvement in the working style of employees



Improving the productivity level of the employees by effectively motivating them.



Providing the employees with proper training and development in the required field.

CONCLUSION

This presentation has given an overview of the organisation and the role of human resource management at the firm.

It has also analysed the different knowledge skills and behaviours that are needed by a human resource professional in order to efficiently contribute to the growth of the organisation.

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APPENDIX: SWOT ANALYSIS

Strengths	Weaknesses
I would say that my communication, as well as presentation skills, are good and can be my strength at work. I can make use of various resources such as different technologies to communicate with other individuals. Others think of me as a potential public speaker as I can communicate and interact with others potentially.	I think I must work on my time management skills. I am unable to manage my tasks and activities appropriately. Others think my procrastination on as my weakness.
Opportunities	Threats
The upgradation in technology can as an opportunity for me. The upcoming trends in technology can be an advantage. I can utilize different techniques that can help me in communicating with others.	Present competition in the market concerning human resource jobs could be one of my threats. Other individuals are focusing on improvising their skills and talent in the human resource aspect. This can impact my critical analysis and thinking skills.

APPENDIX: PERSONAL SKILL AUDIT

Personal Skills Audit

Name

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	✓			