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Date of Submission: 25.11.2022

Module Number: BMSW 5102-A1

Lecture: Ejiro Eschwode

Developing Relationships and Workplace Achievements – Presentation **‘Training and Development needs for an HR officer’**

Presentation Overview

Crown Records Management - Overview

Trainee HR Officer at Crown Records
Management

Knowledge and Understanding of HR Role

Key expectations of an HR Officer

Skills and Knowledges Required for HR Role

Behaviours of an HR Officer

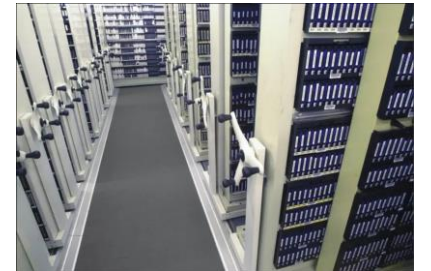
Potential Benefits of having HR Officer through
effective training and development.

SWOT analysis of an HR Officer

Conclusion

Crown Records Management

- Company Overview
- STATE-OF-THE-ART SECURE FACILITIES



Trainee HR Officer at Crown Records Management

- HR role
- The Training for HR in Crown Records Management



Key expectations of a HR Officer

- Law and policy
- Equality Act 2010
- Data Protection Act 2018
- Health and Safety 1974
- Media



Skills and Knowledge Required for HR Role

Skills:

Effective listening

Communicating

Control of Performance and Resources

Decision Making

Problem Solving

Knowledges:

Management and Human Resources

Law and Politics

Development and Training

Psychology

Behaviours of an HR Officer

- Thinking clearly
- Expert influencer
- True inspiration and trustworthy personally
- Courage to confront
- Obligated to perform
- Communicative



Potential Benefits of having HR Officer through effective training and development.

- Assist the company in accomplishing its goals
- Making sure that company has competent employees
- Foster solid reputation between employer and employees
- Promotes the use of a moral framework for managing people.



SWOT ANALYSIS

Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths? • I have a good communication skills, able to work under pressure and always making sure that the work will be done under the health and safety regulations.	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses? • I will need to improve my IT skills and work time management in able to keep up with the company standards.
Opportunities What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities? • To accept all opportunities for international relocation and work abroad in other company branches.	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose to you? • The main threats that could harm me and my company are the competitors in our field. The lack of skilled workforce is also a big threat to the company.

Conclusion

- This presentation provides detailed information of me being employed by Crown Record Management as HR trainee officer. It also shows the role specifics and impact of human resources management over the company. Moreover, it discuss the required skills, knowledges that I will need to have for the position, key expectations and the benefits to the company of having trained human resource officer.
- It provides an understanding of the aspects which helps in enhancing the human resource officer of an organisation and finally it shows the strenghts, weaknesses, opportunities and threats which I will be dealing as an HR officer.

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Appendix C: Personal Skills Audit

Appendix C

Personal Skills Audit

Name Aleksandar Mihaylov

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	A. M.
Date	18.11.2022