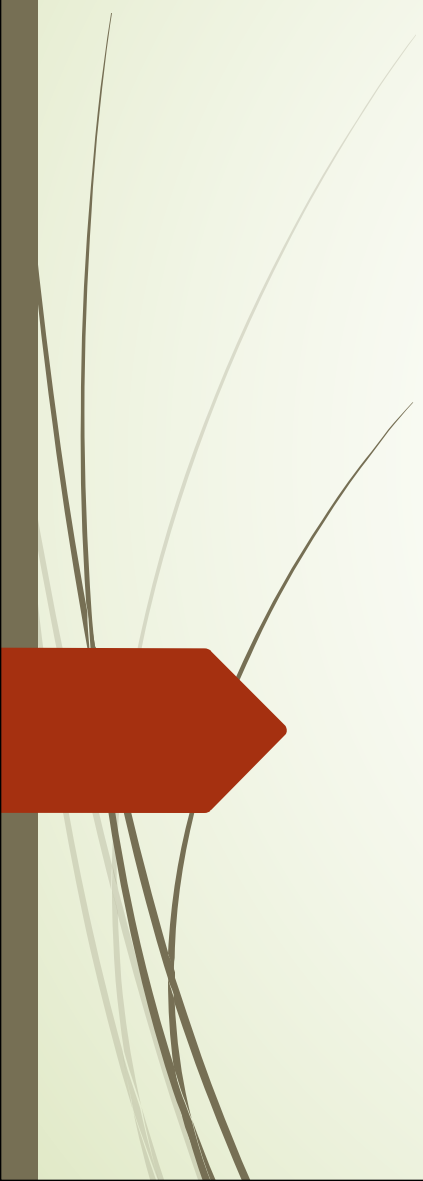


Training and Development needs for an HR officer at Sainsbury's



Student name: Yana Asenova

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Tutor's name: Gregory Cowan



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Introduction

- The report will include training and development skills implemented by an HR professional at Sainsbury's.
- It will also discuss the personal skills audit, which will assess the required skills for getting jobs.



➤ Sainsbury's supermarket chain started from a neighborhood store in 1869. John James Sainsbury and his wife Mary Ann had the brave idea in 1869 to open their first store on London's Drury Lane

➤ By 1882 three more stores had to open due to growing demand.

➤ 2021 Sainsbury's have over 600 supermarkets and 800 convenience stores

Knowledge, skills and behaviours (KSB) required by HR

- **Equality and diversity:** the human resource officer takes care of equality at the workplace.
- The manager of Sainsbury's also promotes diversity at the workplace so that they can adopt changes without any complexity.
- **Performance management:** the human resource manager of Sainsbury's needs to focus on the performance management of employees.
- **Fair salary:** The HR of Sainsbury's can gain the trust and loyalty of employees for increasing their business engagement.

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- **Training and development:** the HR officer must train employees so that they can perform to their full potential.
 - Well trained and motivated employees contribute to the development of business.
 - **Employment laws:** The HR officer of Sainsbury's have to take care of the employment laws for maintaining discipline and accuracy.
 - **Rewards and recognition:**
 - The HR of Sainsbury's provide rewards to the employees so that they feel appreciated and encouraged.



Personal skill audit

- From the (appendix, A), I have provided all the information which I have gained personal experience and background. These skills and behaviours will help me to get a competitive advantage in my professional career.



Benefits of training and development

- **Employee empowerment:** training and development help in the empowerment of employees. They become competitive and efficient in their career.
- **Increased workplace engagement:** well trained and motivated employees become more engaged at the workplace.
- **Employee retention:** through training and development, the manager of Sainsbury's can retain its employees.



Conclusion

- The report has concluded about the training and development need of HR professionals for maintaining the performance of employees.
 - It has covered the benefits of these skills and behaviour in the development of the organisation.
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Appendix



Appendix B(personal skill audit)

	Very good	Good	Adequate	Little or no experience
Information technology				
Use Microsoft office word	I have excellent experience of using Microsoft office word through the practical experience of project making skills.			
Use Excel spreadsheet			I have adequate knowledge of excel because of lack of exposure.	
Use a Database		I have good knowledge use of databases because of project development skills.		
Use specialist HR software				I have little knowledge of HR software because of a lack of understanding.
Use the internet	I have excellent knowledge of using the internet for getting information about any kind of business issues.			
Use e-mail	I can use e-mails for communicating with stakeholders so that they get information on time.			
Use PowerPoint		I can use PowerPoint for making an attractive presentation for the clients.		

Personal skills audit

	Very good	Good	Adequate	Little or no experience
Communication skills				
Drafting contracts of employment		I am good at drafting contracts of employment because of a lack of experience.		
Taking notes of disciplinary	I can take excellent notes of disciplinary because of my knowledge of rules and regulations.			
Write reports	I can report for every task and assignment because of my experience in project development.			
Produce material to support presentations		I have a good understanding of how to produce material for presentation through project skills.		
Delivering a training session	I can deliver proper training skills to the employees because of HRM knowledge of roles and responsibilities.			
Resolving disputes/complaints		I can easily resolve disputes by hearing both sides of the argument.		
Interviewing	I can interview the new candidates through the HR personality.			
Advising on HR issues			I can advise on HR issues depending upon the position they have and their experience.	

Personal skill Audit

	Very good	Good	Adequate	Little or no experience
Problem-solving skills				
Make good use of verbal reasoning skills, be able to handle complex data and make selective use of information.	I have effective control over the different types of language. I can easily solve the issues verbally, and I use information that is true and reliable.			
Explore more than one solution in order to solve a problem		I can give more than one solution through the use of the internet and other sources for resolving the issues.		
Consider the ideas of others to help solve problems	I take the ideas and suggestions of others to make sure that the issues are solved as early as possible.			