

Developing Relationships and Workplace Achievements

BMSW 5102

‘Training and Development needs
for a HR officer’

Lecturer: Charles Nwaogwugwu

Student name: Mariyana Rusafova

Student number: 2131037

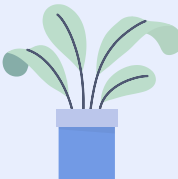


INTRODUCTION



- Professional development underscores the dynamic nature of HR roles
- Chosen organizational, Tesco, exemplifies a dynamic corporate environment
- Significance of aligning individual training and development needs with organizational imperatives
- Relationship between professional growth and organizational excellence

(Bernstein and Baker, 2013)





HR Officer Knowledge



- Law and Government
- Administration and Management
- Customer and Personal Services
- To speak English Language fluently
- Psychology Sociology and Antropology
- Computer and Electronics

(Brooks, 2018)

HR Professional Skills Across Departments

- Developing Strategic policies having sophisticated recruiting skills
- Implementing policies, promoting equality and diversity and liaising with stakeholders in areas like worker performance and health and safety (Claremont College Reading Conference, 2021).
- Effective time management
- Excellent communication and presentation skills



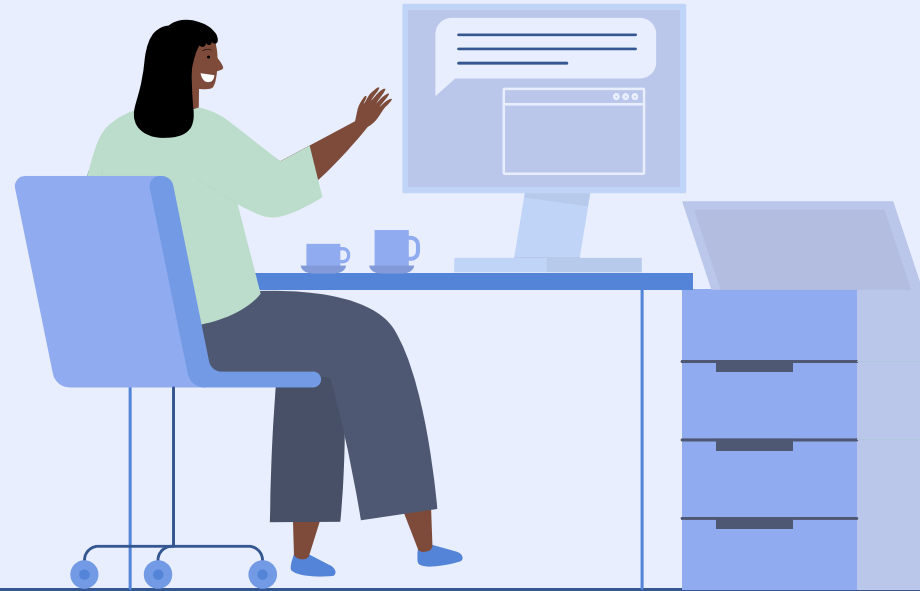
HR Officer Behaviour

- Ethical behaviour of HR professionals
- HR professionals create a positive and productive culture by setting standards
- Demonstrates a welcoming attitude and sensitivity to need concerns and opinions of others
- Treats others with dignity and respect
- Resolves complex issues by balancing needs of diverse groups



Identifying Training and Development Needs

- Policy Implementation and Development
- Technology Proficiency
- Strategic Planning and HR Forecasting
- Employee Relations and Communication
- Legal Compliance and Employment Law



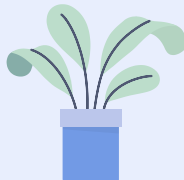
(Cross and Carbery, 2022)

Training Plan



- Integrates a blend of in-house and external training modalities
- Strategically designed to enhance specific competencies
- Workshops and courses will focus on policy formulation
- Initiatives promoting diversity and inclusion, coupled with specialized training on training needs analysis

(Foley and Leverett, 2008)



Benefits to the Organization

1

Enhanced policy implementation

2

Effective performance management

3

Adept recruitment and diverse employee relations

4

Skilled negotiation of pay and conditions

5

Improved legal compliance safeguards

6

Empowered HR Officer augments Tesco's human resource management

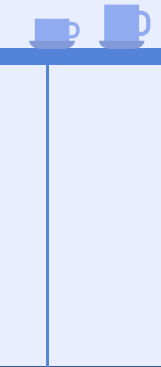


Benefits to the Individual



- Personal and professional growth
- Increased marketability via proficiency in recruitment
- Engagement in diversity initiatives
- Mastery in performance management
- Negotiation skills enhancement for professional confidence

(Samanta et al., 2023)



Conclusion

Tesco HR Officers play a crucial role in providing training and developing opportunities to improve overall employee performance by striking a careful balance between skills and experience.

Recruiting skilfully, smart HR planning, and better policy execution all directly improve operational efficiency.

Participating in diversity efforts helps people develop a more sophisticated knowledge of inclusive behaviours. Proficiency in performance management is the groundwork for future professional progression.



References

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Appendix: A - HR Competencies Across Departments

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			✓	
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

Appendix B: SWOT Analysis

Strengths

- Powerful communication abilities
- Deep familiarity with labor laws and its observance
- Competence in data-driven decision-making and HR analytics

Weaknesses

- Insufficient background in talent management
- The need for comprehensive HR strategy to advance

Opportunities

- Observing seminars and trade exhibits to stay up to date on HR trends
- Acquiring HR certifications to bolster one's CV
- Participating in programs for leadership development to improve management skills

Threats

- Growing rivalry in the HR industry
- Need to adjust to HR tools and technology that are developing quickly