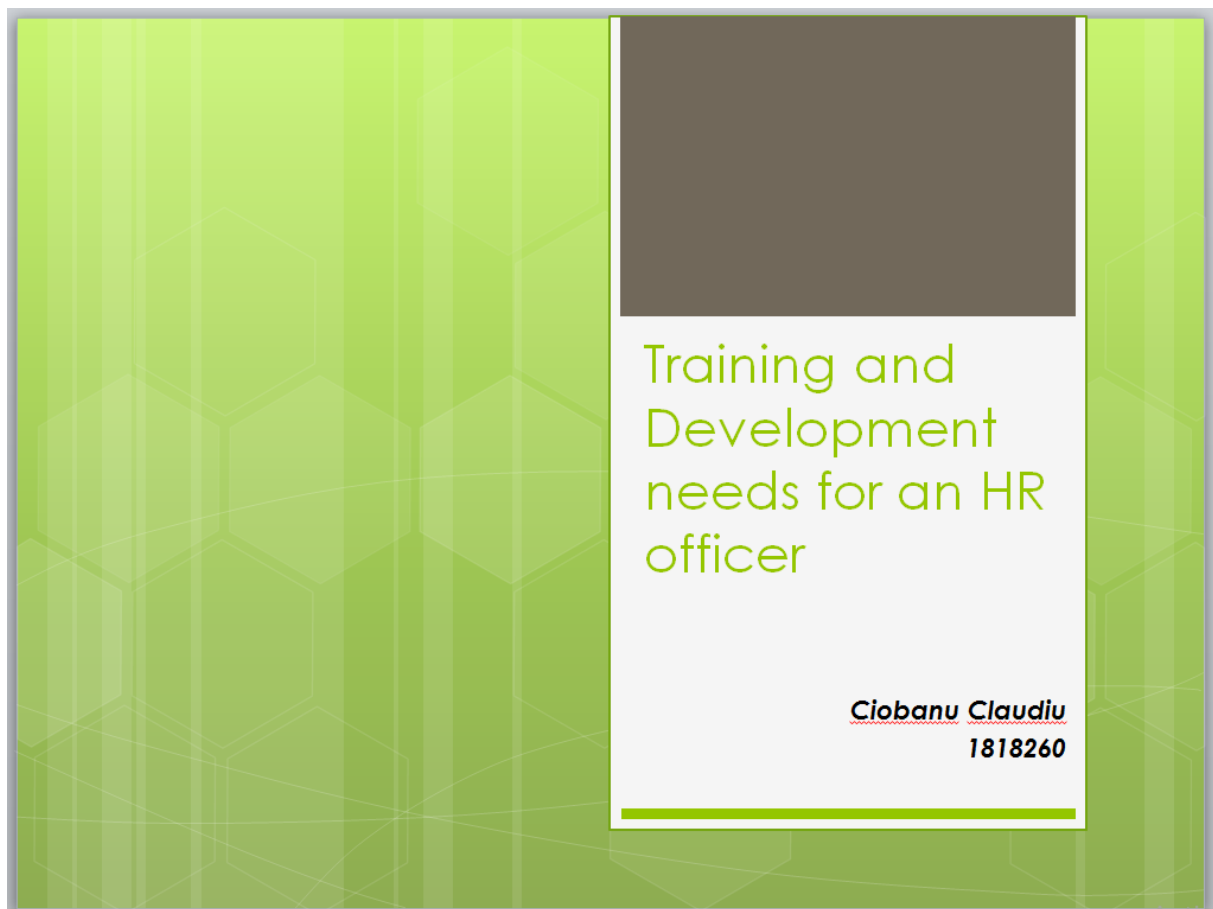


Power point presentation - deadline 5th of January



Training and
Development
needs for an HR
officer

Ciobanu Claudiu
1818260



- Training and development officers play an important role in their company's human resources department. They plan and administer programs to ensure that employees have the skills and knowledge to compete effectively and meet the organization's business objectives. Depending on the size and structure of the HR department, they may deliver training themselves or supervise a team of instructors.

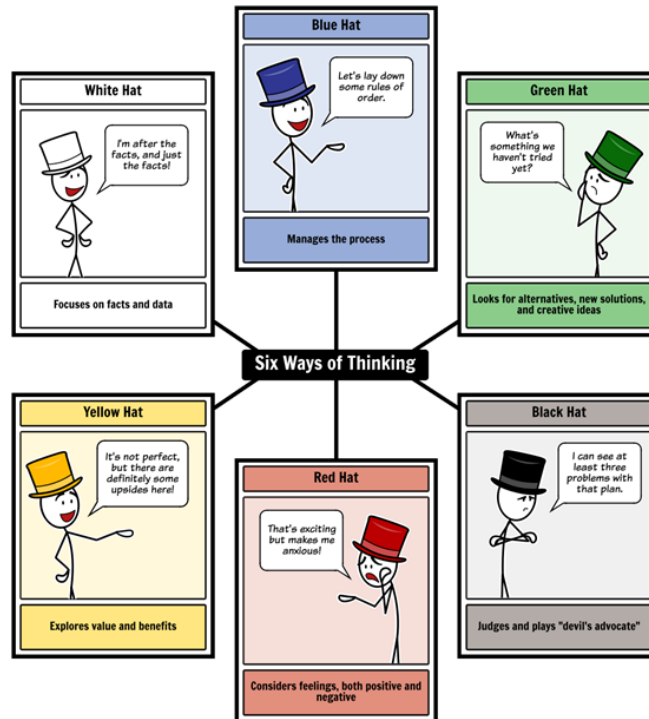
Training and Development

- Training allows **employees to acquire new skills, sharpen existing ones, perform better, increase productivity and be better leaders.** Since a company is the sum total of what employees achieve individually, organizations should do everything in their power to ensure that employees perform at their peak.

- If shortcomings and weaknesses are addressed, it is obvious that an employee's performance improves. Training and development, however, also goes on to amplify your strengths and acquire new skill sets. It is important for a company to break down the training and development needs to target relevant individuals. If I can draw examples from my organization, every department has targeted training groups. These generally revolve around product development training, QA training, PMP among others where internal and external process experts facilitate various programs.

- Employees who have attended the right trainings need lesser supervision and guidance. Training develops necessary skill sets in employees and enable them to address tasks independently. This also allows supervisors and management to focus on more pressing areas.

To transform our company into a learning organization and encourage a culture of continual learning among employees, we have launched a training and development initiative called 'RateGain Lighthouse'.



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APPENDIX

Appendix B

Personal Skills Audit

Name: Ciobanu Claudiu Marcel

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	yes			
Use Excel spreadsheet	yes			
Use a Database				
Use specialist HR software			yes	
Use the internet	yes			
Use e-mail	yes			
Use PowerPoint	yes			

	Very good	Good	Adequate	Little or no experience
Communication Skills				
Drafting contracts of employment		yes		
Taking notes of disciplinary			yes	
Write reports	yes			
Produce material to support presentations		yes		
Delivering a training session		yes		
Resolving disputes/complaints			yes	
Interviewing	yes			
Advising on HR issues		yes		

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APPENDIX 2

	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		yes		
Explore more than one solution in order to solve a problem		yes		

Consider the ideas of others to help solve problems	yes			
---	-----	--	--	--

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	Claudia Gobbato
Date	12.01.2022

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