

DEVELOPING RELATIONSHIPS AND WORKPLACE ACHIEVEMENTS



ASSESSMENT 1 PRESENTATION



TABLE OF CONTENT



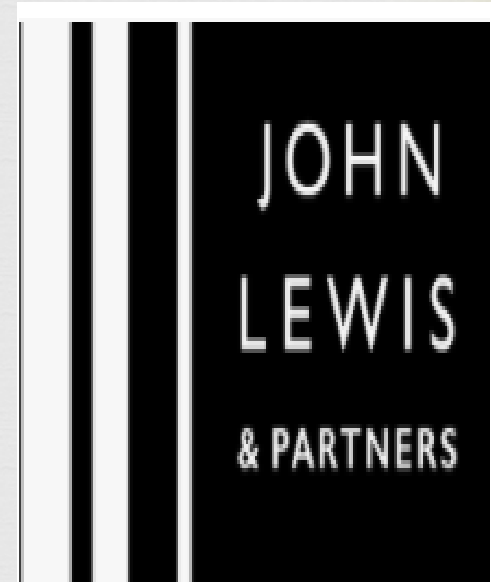
- ❧ INTRODUCTION
- ❧ SKILLS
- ❧ KNOWLEDGE
- ❧ BEHAVIOUR AND ATTRIBUTE
- ❧ PERSONAL SKILL AUDIT
- ❧ CONTINUE.....
- ❧ CONTINUE.....
- ❧ TRAINING AND DEVELOPMENT AND ITS IMPORTANCE
- ❧ BENEFITS THAT ORGANISATION GET BY DEVELOPING HR THROUGH EFFECTIVE TRAINING
- ❧ CONCLUSION
- ❧ REFERENCES

INTRODUCTION



This presentation focuses on the skills, effective knowledge and behavior of HR for managing the employees of John lewis (Johnlewis, 2021).

Skills audit and training and development provide growth benefits to the company.



SKILLS



- Communication
- Problem-solving
- Decision making
- Motivational skill



KNOWLEDGE



- Information technology
- Management policies, rules and regulation
- Employment laws and legislations
- Recruitment and selection



BEHAVIOUR AND ATTRIBUTE



- Maintaining an effective and healthy relationship with employees.
- Bringing coordination and integrating the work.
- Developing a positive attitude of employees toward work.



PERSONAL SKILL AUDIT



	Very good	Good	Adequate	Little or no experience
Problem-solving skills				
Considering others idea for solving problems			✓	
Explore more than one solution to solve a problem		✓		
Ability to handle complex data, use of verbal reasoning skills, and selective use of information		✓		

CONTINUE.....



	Very good	Good	Adequate	Little or no experience
Communication skills				
Taking notes for disciplinary			✓	
Write a report, drafting an employment contract, and produce material to support the presentation	✓			
Delivering a training session		✓		

CONTINUE....



	Very good	Good	Adequate	Little or no experience
Information technology				
Use of internet, email, and PowerPoint.	✓			
Use of special HR software			✓	
Use of database, spreadsheet, and Microsoft word.	✓			

TRAINING AND DEVELOPMENT AND ITS IMPORTANCE



It is a vital part of HR development as it refers to the activities within the firm which is created to provide information and enhance skills and knowledge (SRILATHA and LAKSHMI, 2019). It is important for:

- Employee satisfaction
- Improvement in performance
- Increase productivity



BENEFITS THAT ORGANISATION GET BY DEVELOPING HR THROUGH EFFECTIVE TRAINING



- Achieving competitive position and growth.
- Improve retention and satisfaction (Onimole, 2017).
- Improvement in organisational productivity.



CONCLUSION



- It is concluded that effective knowledge, skills, attribute, and behaviour are needed to perform the roles of HR officer.
- Skill audit is presented to analyse the skills along with the training and development and its benefits.

REFERENCES



- Harrower, K. (2019). Algorithmic decision-making in organizations: Network data mining, measuring and monitoring work performance, and managerial control. *Psychosociological Issues in Human Resource Management*, 7(2), pp.7-12.
- John Lewis. (2021). *Our business*. (Online) available at; <https://www.johnlewispartnership.co.uk/about.html#:~:text=The%20John%20Lewis%20Partnership%20is,why%20we're%20called%20Partners>. Last accessed on; 3rd march 2021.
- Laine, P., Stenvall, J. and Tuominen, H. (2017). A Strategic role for HR: is it a competence issue. *Nordic Journal of Business*, 66(1), pp.29-48.
- Marler, J.H. and Boudreau, J.W. (2017). An evidence-based review of HR Analytics. *The International Journal of Human Resource Management*, 28(1), pp.3-26.
- Massora, A. (2017). The effect of officer guidance in human resources quality performance.
- Onimole, S.O. (2017). Introducing change in organization: Implication for human resource development practitioners. *IFE Psychologia: An International Journal*, 25(2), pp.383-394.
- SRILATHA, T. and LAKSHMI, P.V. (2019). IMPORTANCE AND EFFECTIVENESS OF TRAINING AND DEVELOPMENT. *Complexity International*, 23(2).