

Developing Relationships and Workplace Achievements BMSW 5102-A1

- **Lecture name: Rexion Nting**
- **Student name: Maria Vitoroi
2023024**



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

Training and Development needs for a HR officer



1. Career Planning



2. Foundations of HRM



3. Goals of HRM



4. Training



5. Developing a Model of HR



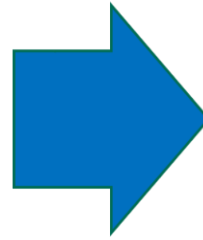
6. Skills of HRM

Real Greek

- Founded in 1999 by chef Theodore Kyriakou
- In 2004, the group was bought by Clapham House
- Managing Director and part owner of The Real Greek Nabil Mankarius
- 22 restaurants in London



Career Planning



to advance to the position of
human resources manager in
Real Greek company

PREPARE FOR ACTION

Acquire
international
certification

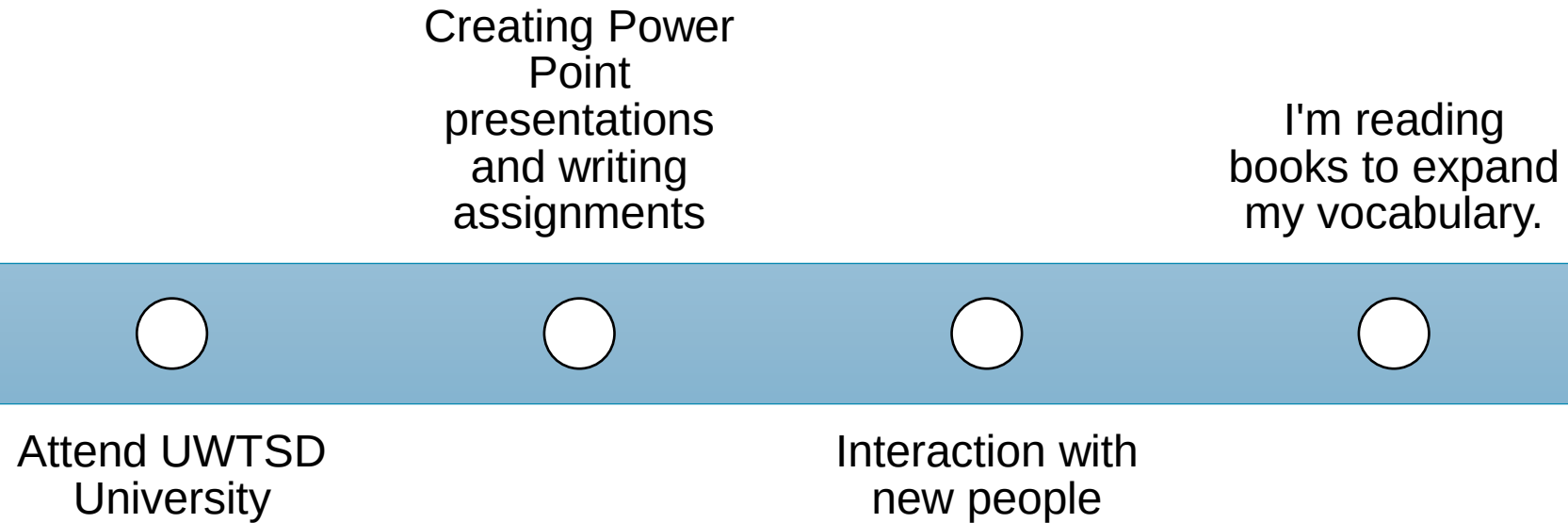
Develop new skills
-confidence
-communication
-organization

Acquire new
knowledges
-marketing
-management
-open business

Improve
experience
-hire
-speak
-deal

Continue
study
LEVEL 6

ACTIVITY



RESULT





S

Persistent
Positive
Honesty
Teamwork
Flexible



W

Impatient
Emotional
Low level English



O

Study and work
Communication
Professional
development



T

Online learning
Restriction



Human Resource Management Fundamentals

MANAGEMENT OF SCIENTIFIC INFORMATION

Determining the best work methods in order to:

- Boost productivity
- Put the right person in the right job
- Teach employees the proper procedures
- Get rid of bad performance

HUMAN RELATIONSHIPS

Focuses attention upon:

- Employees have different personalities.
- Unstructured group behaviour
- Staff perspectives and perceptions
- Communication methods

THE SCIENCE OF HABITS

Is an extension of human relations that:

- Includes a multidisciplinary approach
- Considers the organisation to be a dynamic system
- Is focused on both economic and humanistic goals
- Maintains an interest in employee participation

Goals of HRM

- Help your corporation achieve its goals by creating and executing HR strategies
- Help to foster the establishment of a high-performance culture
- Ensure the company has the necessary talent and skills
- Create teamwork between managers and staff.
- Improve workplace satisfaction.
- Develop a range of an ethical approach.



Training- helps to increase employee productivity and satisfaction

- Meets high service standards
- Refreshes the memories of former employees
- Achieves knowledge of new things
- Reduces errors, lowering costs
- Staff can provide feedback.
- Improves communication and relationships resulting in improved solidarity



Developing a Model of HR Competencies

Business knowledge - profit and value

Client satisfaction-ability to see issues

Communication - the ability to communicate clearly

Trust and honesty-to walk your talk

Systemic perspective - ability to see problems in a wider context

Negotiation - ability to reach agreements



Skills of HRM

- **Communication**-one of most important
- **Organization**-manage needs of employees
- **Flexibility**-deal of flexibility
- **Patience**-to handle the problem
- **Ethical Actions**-make quick decisions
- **Commitment**-the state of the company in order to be successful



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Conclusion

- Human resources are the most important resources because they activate all other resources.
- HRM-is concerned with all aspects of how people are employed and managed in organization.
- As a result, organisations should consider the most effective ways to provide HR services to their employees in order to attract, develop, and retain the best talent.





THANK YOU FOR YOUR ATTENTION



References

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- Lawson, Tom. "The Competency Initiative: Studies for Excellence for Human Resource Executives," 1990, Minneapolis, MN: Golles & Holmes Custom Education (in conjunction with the SHRM Foundation).
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“Personal Skills Audit “

“Name MARIA VITOROI						
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			+		

Make good use of verbal reasoning skills, able to handle complex data and make selective use of information

+

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	MARIA VITOROI
Date	10.07.2022 “