



Training and Development needs for a HR Officer for: GeniusLead trading as Roybot

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STUDENT NUMBER: 1917482

MODULE CODE: BMSW5102 - A1

MODULE: DEVELOPING RELATIONSHIPS AND WORKPLACE ACHIEVEMENTS

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Knowledge

The key role of a HR officer within an organisation is to ensure that there is efficiency within the workforce

At Roybot we provide professional and personal interactive app development via Amazons Alexa Skills using our Roybot voice AI technology

Employees and team members of the organisation are working optimally

HR officers are responsible for ensuring that the organisation recruit's employees that meet the skill requirements and guide and follow them through their employment ensuring that they are regularly trained

Help the organisation retain and support employees within their employment.

SKILL BASED KNOWLEDGE A HR OFFICER NEEDS

Skills

- Effective organizational skills
- Teamwork & interpersonal skills
- Forming relationships with people
- Effective Time management
- Emotional awareness
- Effective listening and communication



Behaviours



To be an effective HR manager at Roybot I had to demonstrate the behavioural traits such as being punctual and organised when working with the team. By listening to employee concerns and inquires I would be able to identify and create solutions for areas of improvement within the work environment and general employee experience within the organisation by implementing reform via training plans which would be monitored as well as receiving & recording feedback.

Training & Development needs & (CIPD)

It is important that I remain up to date on the newest models, theories and practices within my field so by continually engaging in courses, training and further education such as those offered by the (CIPD) The Chartered Institute of Personnel and Development which is an association for Human Resources Management Professionals that offers qualified courses and training for those in the field such as me seeking to further grow and strengthen their skills and knowledge.

Personal Skills Audit

Having carried out a personal skill audit I have identified areas of improvement within my performance such as my need to improve on my time management skills as I am a representative of my organisation and I need to lead as an example as I communicate daily with the employees and various members of management. I need to ensure that once I have created and communicated ideas with employees on how I can assist in further improving their experience as an employee of Roybot that I remain focused on the tasks at hand and see them through.

I have created a (PDP) Personal development plan which I will implement to aid in developing and resolving identified weaknesses from my reflective personal skills audit, solutions such as further training as well as practical based exercises of time management and focus will be implemented into my regular daily duties to ensure my effectiveness in the role as HR Officer.

SWOT Analysis

Strengths

- Communication skills
- Optimistic
- Team worker
- Conflict resolution

Weaknesses

- Time management
- Focus
- Organization

Opportunities

- Training
- Education
- (PDP) Personal development plan

Threats

- Organisation restructuring
- Outdated knowledge
- Redundancy



How I will be a Benefit to the organisation

- By having me as a HR officer at Roybot AI for growing businesses I will be an asset to the company through my ever-developing skill set and de development
- Helping identify and resolve internal challenges and conflicts
- Creating a healthy and thriving work environment by bridging the gaps between employee cultures and customs
- Providing and implementing my academic and interpersonal skills and knowledge from my own Carrer and previous studies
- By helping employees feel understood and represented by the organisation

Personal & career development benefits

There are many ways from which I will benefit from the role of HR Officer both personally and within my career, benefits are as follows.

- Receive further training
- Grow my body of knowledge and expertise within the organisation
- Networking opportunities with employees and management

Reference List

Armstrong, M. (2020). *Armstrong's handbook of human resource management practice* (Fifteen edition., p. 1 online resource (801 pages); S. Taylor, Ed.). London, England ; New York, New York ; New Delhi India

www.targetjobs.co.uk (human resources officer: Job description

Speaker notes:

- Good morning, today I will be presenting on the training and development needs of a HR Officer of Roybot. I will be going through the KSB the first being the skill-based knowledge needed to become a HR Officer, such knowledge includes a HR officer within an organisation is to ensure that there is efficiency within the workforce. At Roybot we provide professional and personal interactive app development via Amazons Alexa Skills using our Roybot voice AI technology. It is my duty that employees and team members of the organisation are working optimally, HR officers are responsible for ensuring that the organisation recruit's employees that meet the skill requirements and guide and follow them through their employment ensuring that they are regularly trained. Help the organisation retain and support employees within their employment. Here are some of the skills needed to become a HR Officer such as Effective organizational skills ,Teamwork & interpersonal skills, Forming relationships with people, Effective Time management, Emotional awareness, Effective listening and communication. To be an effective HR manager at Roybot I had to demonstrate the behavioural traits such as being punctual and organised when working with the team. By listening to employee concerns and inquires I would be able to identify and create solutions for areas of improvement within the work environment and general employee experience within the organisation by implementing reform via training plans which would be monitored as well as receiving & recording feedback. It is important that I remain up to date on the newest models, theories and practices within my field so by continually engaging in courses, training and further education such as those offered by the (CIPD) The Chartered Institute of Personnel and Development which is an association for Human Resources Management Professionals that offers qualified courses and training for those in the field such as me seeking to further grow and strengthen their skills and knowledge. Having carried out a personal skill audit I have identified areas of improvement within my performance such as my need to improve on my time management skills as I am a representative of my organisation and I need to lead as an example as I communicate daily with the employees and various members of management. I need to ensure that once I have created and communicated ideas with employees on how I can assist in further improving their experience as an employee of Roybot that I remain focused on the tasks at hand and see them through. I have created a (PDP) Personal development plan which I will implement to aid in developing and resolving identified weaknesses from my reflective personal skills audit, solutions such as further training as well as practical based exercises of time management and focus will be implemented into my regular daily duties to ensure my effectiveness in the role as HR Officer. There are many ways from which I will benefit from the role of HR Officer both personally and within my career, benefits are as follows, Receive further training, Grow my body of knowledge and expertise within the organisation, Networking opportunities with employees and management.