

TRAINING AND DEVELOPMENT NEEDS FOR AN HR OFFICER

Dayana Pantaleeva (2112058)

Module: Developing Relationships and Workplace Achievements (BMSW5101)

Lecturer: Aparna Venkatesen



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INTRODUCTION

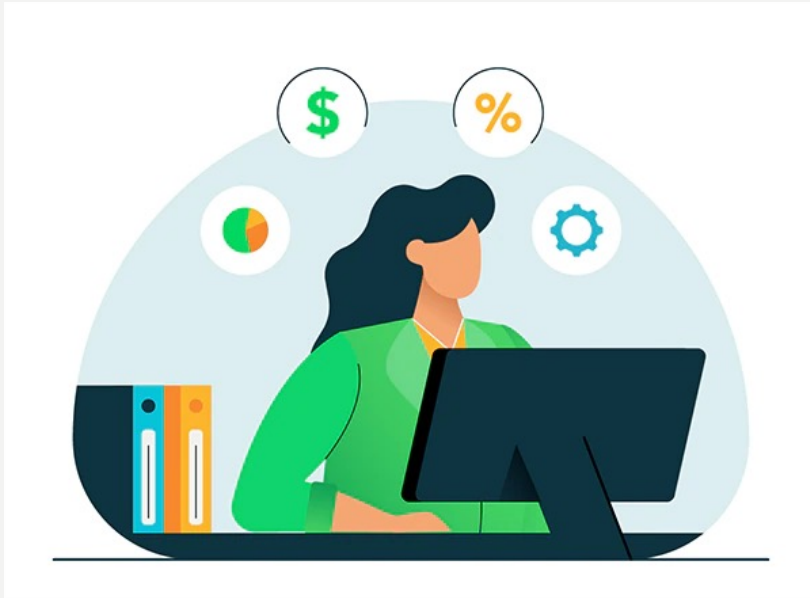
Training and development are integral parts of human resource management. For an organisation, it is essential to have the proper human training and development program to increase employee retention and engagement. It is one of the important departments for the organisation as it plays a key role in developing a strong and efficient workplace.

OVERVIEW OF THE ORGANISATION

Burberry is British luxury fashion brand

The organisation designs and institutes clothes, leather accessories and footwear.

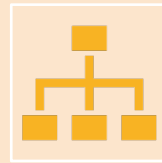
THE KNOWLEDGE, SKILLS AND BEHAVIOURS REQUIRED BY HR PROFESSIONALS ACROSS THE DEPARTMENTS



Source: (www.quickbooks.intuit.com/2022)

- Communication skills
- Administrative expert
- Managing Priorities
- Curiosity
- Decisive thinker
- Skilled influencer

TRAINING AND DEVELOPMENT PRACTICES THAT NEEDS CONSIDERING THE KNOWLEDGE, SKILLS AND BEHAVIOURS



Wide range of knowledge, skills and behaviour practices to bring success within the organisation.



Collaboration skills

POTENTIAL BENEFITS TO THE ORGANISATION AND INDIVIDUAL OF DEVELOPING YOU AS AN HR OFFICER THROUGH EFFECTIVE TRAINING AND DEVELOPMENT

IMPROVED HR
FUNCTION

ENHANCED
EMPLOYEE
ENGAGEMENT

MITIGATION OF
LEGAL RISKS

COST

TIME

IMPLEMENTATION

CONCLUSION

The above presentation has successfully elaborated the skills, behaviour and knowledge regarding the training and development of HR professionals. It elaborated on the important skills and behaviour that needs to be adopted by the individual to become an effective HR professional.



References:

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APPENDIX: SWOT ANALYSIS

Strengths	Weaknesses
I have great communication skills. I can successfully hold the conversation in a professional manner. Problem solving, effective communication, contribution in group task, these are the different strength of mine which can be easily observable by others. These strengths allows me to help others and I can successfully contribute to make project and fulfill the needs of project by following the deadline.	I don't have enough experience when it comes to develop the strategic management principles. Also I have less knowledge regarding the modules which contributes greatly in organisations success full stop these are the different weaknesses which can be analysed by others.
Opportunities	Threats
I have the opportunity to improve performance management and work on developing an efficient performance management system which will help this tough to improve their working nature and help the organization to grow.	As I have less knowledge of emerging trends in the industry it could be a great harm to my job position. Also, I have to stay up to date regarding the latest technology which is working in the marketplace and allows the organization to gain a competitive advantage.

APPENDIX: PERSONAL SKILLS AUDIT

Name: Dayana Pantaleeva

Job role: Human Resource Officer

	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**

