

DEVELOPING RELATIONSHIPS AND WORKPLACE ACHIEVEMENT (BMSW5102)

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STUDENT ID : 2132995

Training and
development needs for
a HR Officer Nestle





INTRODUCTION

Nestle

- ❖ Was founded by Henry Nestle now 157 ago in 1866
- ❖ It has around 275,000 employees and more than 2,000 brands
- ❖ Globally operating company with a presence in 188 country
- ❖ Nestle's products include : baby food , medical food, cereals , bottled water, coffee and tea , etc
- ❖ Has a predominantly geographical divisional structure with operations segmented into five key regions: Europe, Asia ,Africa , Greater China and America.

KNOWLEDGE REQUIRED BY HR OFFICER

- ❖ Laws and Regulations
- ❖ Strategies
- ❖ Mathematics
- ❖ Communication skills



SKILLS REQUIRED BY HR OFFICER

- ❖ Teamworking and interpersonal
- ❖ The ability to form working relationships with people at all levels
- ❖ Commercial awareness
- ❖ Problem Solving



BEHAVIOUR REQUIRED BY HR OFFICER

- ❖ Ethical
- ❖ Sensivity towars culture
- ❖ Empathy
- ❖ Continuous learning



SWOT ANALYSIS

Strengths	Weaknesses	Opportunities	Threats
Using Technology	Bad Reputation	HR Policies	Data Privacy
Protecting Rights of Employees	Not Motivated Employees	Skilled Labor	Technology
Communication	Limited Budget	Remote Work	Demand for Employees
Multitasker	Less customers		Competition

TRAINING AND DEVELOPMENT REQUIREMENT

- ☐ Problem solving
- ☐ HR Software
- ☐ Developing Contracts
- ☐ Employment Laws



PERSONAL SKILLS AUDIT

APPENDIX C

Name	Costel-Alexandru Crap
Job role:	HR Officer

Please tick as appropriate to indicate how you would rate your skills in the following work/function 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 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			✓	
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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	
Date	19/11/2023

Benefits of training and development for HR Officer

- ❖ Advance your career
- ❖ Enhance skills and knowledge
- ❖ Learn to adapt to change
- ❖ Feedback from participants



Benefits of training and development for Nestle

- ❖ Improve employee performance
- ❖ Achieve business goals
- ❖ Stronger workforce
- ❖ Boosts motivation and engagement
- ❖ Creates a stronger brand



CONCLUSION

- The task has outlined the knowledge, attributes, and behaviour expected of a HR officer to fulfil the role.
- The task has also outlined the areas I require improvement while shedding light on the benefits of my development.



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