



Training and Development Needs for an HR Officer in Barclays

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BARCLAYS: COMPANY OVERVIEW

- Barclays is a renowned British multinational investment bank and financial services company (Barclays, 2023).

History: Established in 1690, Barclays has a long-standing history in the financial industry (Barclays, 2023).

Reach: Barclays operates in over 40 countries providing financial services to millions of customers worldwide (Global Data, 2022).

Diverse Services: Barclays offers a diverse range of financial products and services, including retail banking, corporate banking, investment banking, wealth management, and credit card services (The Guardian, 2023).

Workforce: Barclays employs over 80,000 people (Macro Trends, 2023).

Legal Status: Barclays is a Public Limited Company, headquartered in London, UK (GOV.UK, 2023).





KEY KNOWLEDGE FOR HR PROFESSIONALS

- Pay and Benefits
- Administration and Management
- Psychology

KEY BEHAVIOURS FOR HR PROFESSIONALS

- Teamwork
- Confidentiality
- Adaptability





KEY SKILLS FOR HR PROFESSIONALS

- Communication
- IT Skills
- Time Management



SWOT ANALYSIS

Strengths	Weaknesses
Resilience to setbacks	Time management
Problem-solving	Organisation
Ambition	Stress management
Teamwork	IT skills
Leadership	
Opportunities	Threats
Becoming a highly qualified HR	Competition from other HR professionals
Expanding my skillset and knowledge base	Constantly evolving technology landscape
Achieving high career goals	Being affected by poor time management
Personal growth	Being unable to handle stress well

TRAINING NEED 1: ORGANIZATION AND TIME MANAGEMENT

Desired Outcomes:

- Enhanced ability to meet deadlines and fulfil responsibilities.
- More effective task prioritization and resource allocation.
- Reduced stress levels and better work-life balance.



Training Steps:

1. Conducting a Training Needs analysis to identify specific areas for improvement.
2. Enhancing knowledge of various time management principles and techniques.
3. Developing effective planning strategies
4. Learning about strategies for minimizing distractions and maintaining focus.



TRAINING NEED 2: TECHNOLOGY COMPTENCE

Desired Outcomes:

- Enhanced proficiency in using technological tools and software.
- Advanced problem-solving skills related to technology issues.
- Overall improvement in technological competence, leading to professional growth and advancement.

Training Steps:

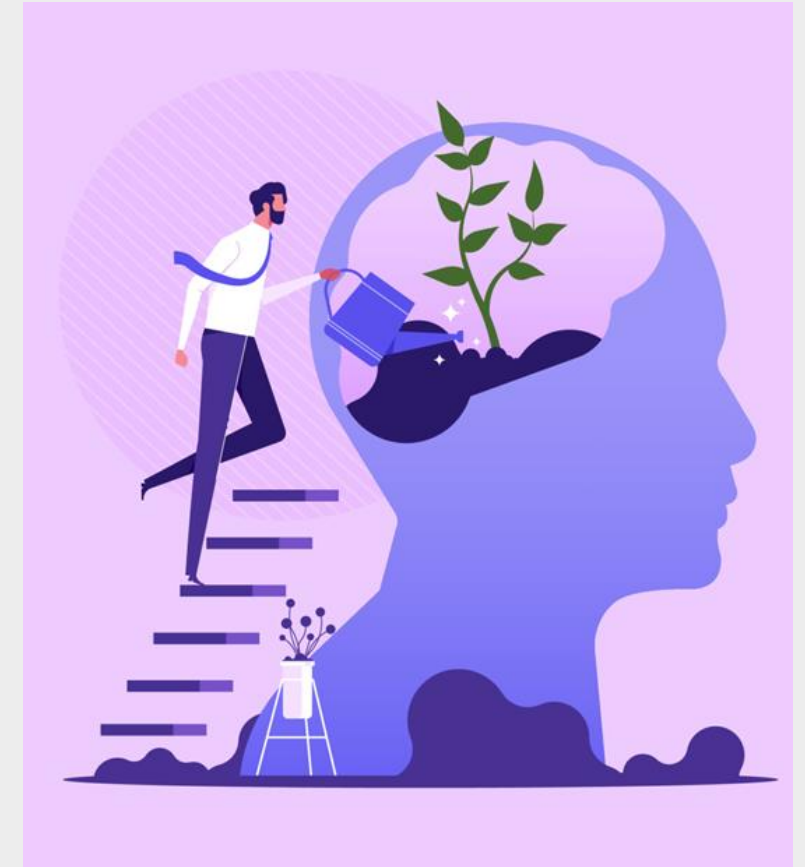
1. Consolidating knowledge on fundamental technology concepts and uses.
2. Pursuing specialized training on relevant software applications and platforms used in HR.
3. Engaging in hands-on practice sessions and interactive exercises to reinforce learning.
4. Introducing strategies for staying updated on the latest technology advancements.



BENEFITS OF TRAINING AND DEVELOPMENT FOR ME AS A HR PROFESSIONAL

Training and Development:

- Enriches knowledge and maintains current competence
- Facilitates increased productivity and efficiency
- Ensures a professional's knowledge and skills are up-to-date to relevant standards and qualifications
- Supports career progression and professional growth
- Builds confidence and credibility, distinguishing an individual from others in the competitive industry.
- Contributes to a sense of professional direction and personal development



BENEFITS OF EMPLOYEE TRAINING AND DEVELOPMENT FOR BARCLAYS



Training and Development:

- Ensures high and consistent standards across the company
- Fosters organizational efficiency and maximizes staff potential
- Improves staff morale
- Promotes greater work engagement and commitment from the workforce
- Facilitates the exchange of best practices and support among employees
- Reenergizes staff with new skills and ideas
- Increases employee retention



- HR practitioners play a vital role in the success of an organization. In order to excel in their positions and make meaningful contributions to the organization's performance, HR professionals should possess a diverse range of skills, knowledge, and expertise.
- Furthermore, HR professionals must continuously adapt to changes and actively pursue self-development to ensure they perform optimally and stay ahead in today's ever-changing business environment.
- Two training needs for me as a HR officer in Barclays were acknowledged:
 1. Time Management and Organization Skills
 2. Technology Competence
- Engaging in training and development activities not only benefits HR officers individually but also positively impacts the organization they serve.

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APPENDIX

Personal Skills Audit				
Name Yasminka Yancheva				
Job role: Human Resource Officer				
Please tick as appropriate X 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				X
Use Microsoft Office Word			X	
Use Excel spreadsheet			X	
Use a Database				X
Use specialist HR software			X	
Use the internet		X		
Use e-mail		X		
Use PowerPoint			X	

APPENDIX

	Very good	Good	Adequate	Little or no experience
Communication Skills				
Drafting contracts of employment			X	
Taking notes of disciplinary hearings		X		
Write reports			X	
Produce material to support presentations		X		
Delivering a training session		X		
Resolving disputes/complaints		X		
Interviewing			X	
Advising on HR issues		X		