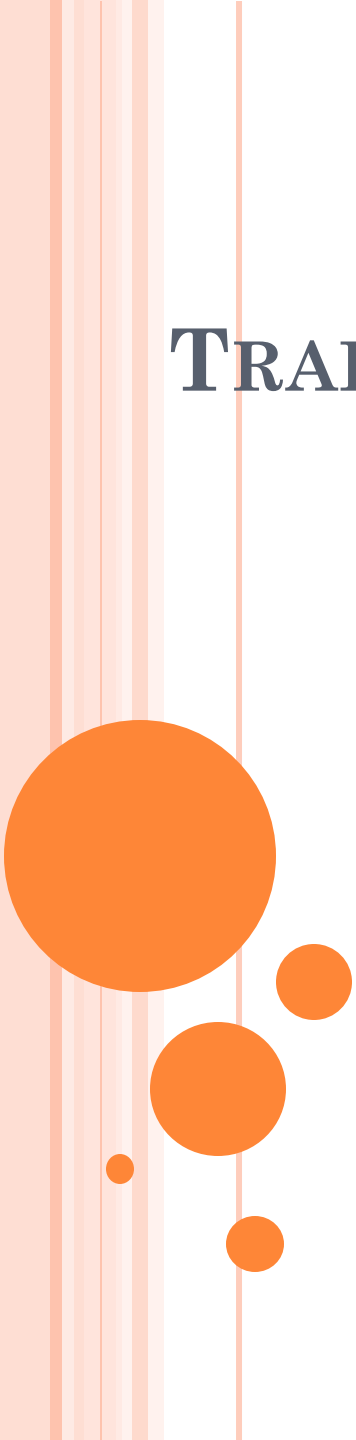




TRAINING AND DEVELOPMENT NEEDS FOR A HR OFFICER

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TABLE OF CONTENT

■ Introduction	3
■ Knowledge that are required by HR professionals across the departments.....	4
■ Skills required by the HR Professionals.....	5
■ Behaviour that is required by the individuals to become a successful HR Manager.....	
■ Personal Skills Audit and the need for training and development program.....	7
■ Need for training and development.....	8-10
■ Conclusion.....	11
■ References.....	12



INTRODUCTION

- It includes knowledge, behaviors and skills of the HR that allows the organisation to enhance their productivity as well as profit margin.



(Root, 2018)

- It will describe personal skill audits that help the organisation to retain their potential customers.



KNOWLEDGE THAT ARE REQUIRED BY HR PROFESSIONALS ACROSS THE DEPARTMENTS



(DOYLE, 2021)

- HRM is a department of the organisation which looks after management as well as the hiring and firing of the employees.
- Technological knowledge is essential one that helps the manager to manage the entire work.
- Administrative knowledge is essential as it helps in keeping the entire business processes runs smoothly.



SKILLS REQUIRED BY THE HR PROFESSIONALS

- **Communication skills:** It is the most important skills that help the manager to manage the employee in an effective way.



(DOYLE, 2021)

- **Leadership skills:** This is the ability to create and manage a team.

BEHAVIOUR THAT IS REQUIRED BY THE INDIVIDUALS TO BECOME A SUCCESSFUL HR MANAGER

- **Critical-thinking:** This helps the individuals to analyse the difficult situation closely.



- **Interpersonal skills:** This ensures that the individuals are able to gain the competitive advantage from the organisation.



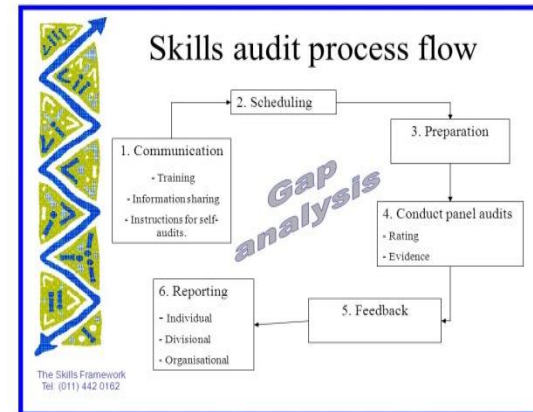
PERSONAL SKILLS AUDIT AND THE NEED FOR TRAINING AND DEVELOPMENT PROGRAM

- **Personal skills audit:** This section of the report has highlighted my personal skills which I currently have.



(Contributor, 2020)

- **Decision-Making skills:** This skill is most important for an HR manager because it allows the manager to manage the employees of the organisation in an effective way.



(DOYLE, 2021)

- **Teamwork:** This is one of the efficient skills which allows the organisation to enhance their overall productivity

NEED FOR TRAINING AND DEVELOPMENT

Knowledge: Data and Analytics is one of the skills which help the organisation to arrange all the documents and set it in accordance with the needs.

Skills: Organisational Skill is one of the skills which help the organisation to administer all the documents in an appropriate way.



(Jochem, 2020)

CONTD.....

- **Behaviour:** The ability to adopt things is one of the important behavioural skills which I think that I lack behind.



- This also acts as one of my weaknesses in the overall work process.

(DOYLE, 2021)



- This restricts me from becoming an effective HR professional.

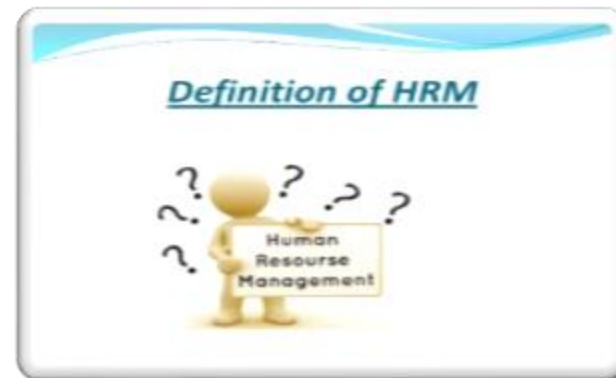
(DOYLE, 2021)

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



(Odor, 2018)

- Training and development: This help in upgrading the skills of the employees who are present in the organisation.



(Odor, 2018)

- Recruitment and selection: This process help in hiring the right set of employees for the organisation.

CONCLUSION

- Proper selection helps the organisation to get skilled and trained employees that automatically enhance the overall performances.



(Vulpen, 2020)

- It has included different skills which are required to become a successful HR professional.



(Vulpen, 2020)

- A personal skills audit has also been included which helps in analysing my personal skills with that of the HR professional.



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