



Bright Horizons™

Early Education & Preschool

Training and Development needs for a HR officer

Module: Developing Relationships and Workplace
Achievement (BMSW5102_LON)

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Task: 1

overview

1. Company Background
2. Human Resource officer role
3. Knowledge of a human resource officer in a nursery
4. Skills
5. Personal SWOT Analysis
6. Holland's Model
7. Potential benefits of becoming a human resource officer
8. Developing effective training methods
9. Conclusion
10. References

1. Company Background

- Child care provider based in the United States
- The largest provider of child care in the country

2. Human Resource officer role

- Handle all the employees' concerns and questions at once
- Exploring and finding new ways to handle people



3. Knowledge of a human resource officer in a nursery

Capacity for
leadership

A motivating
experience

Ability to
present well

4. Skills



Finance skills



Strategic thinking



Technical skills

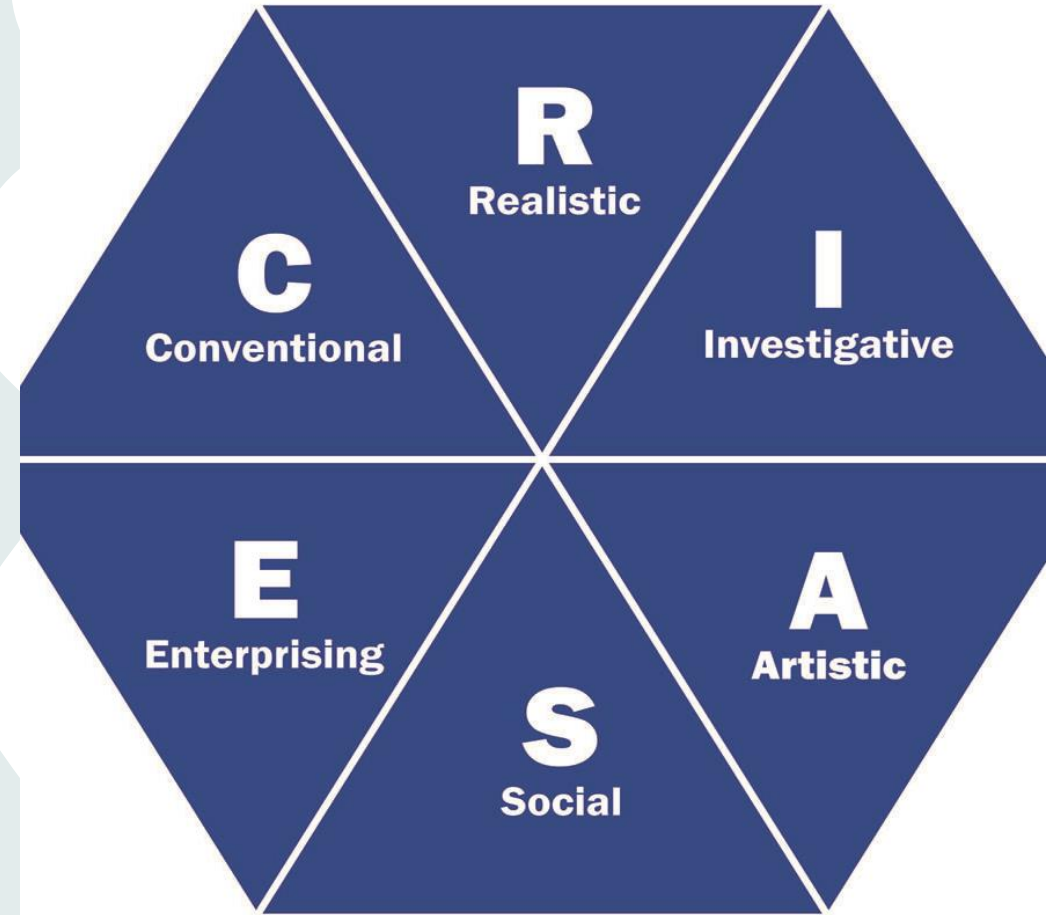


**QUALITY
STAFF**

5. Personal SWOT Analysis

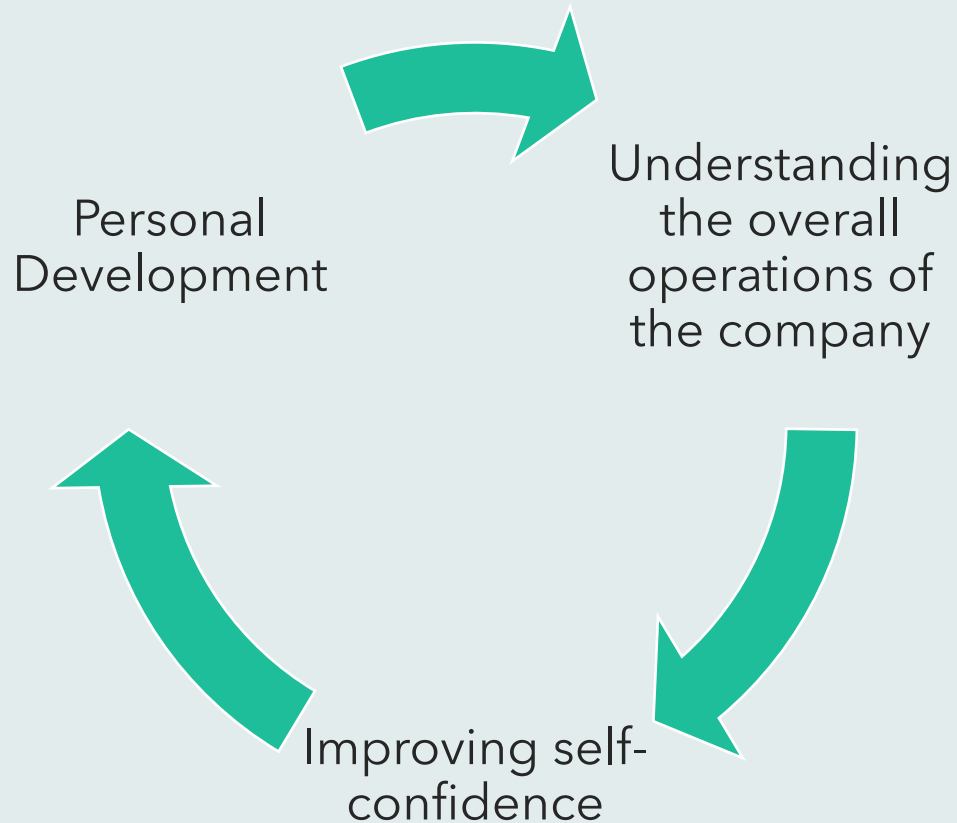
<u>Strengths</u>	<u>Weakness</u>	<u>Opportunities</u>	<u>Threats</u>
Ability to organize effectively	Lack experience as an HR Officer	Chance to grow in the career	Candidates with more experience in HR position
Skills in decision-making		More experience	

6. Holland's model



Source: <https://www.linkedin.com>, 2023

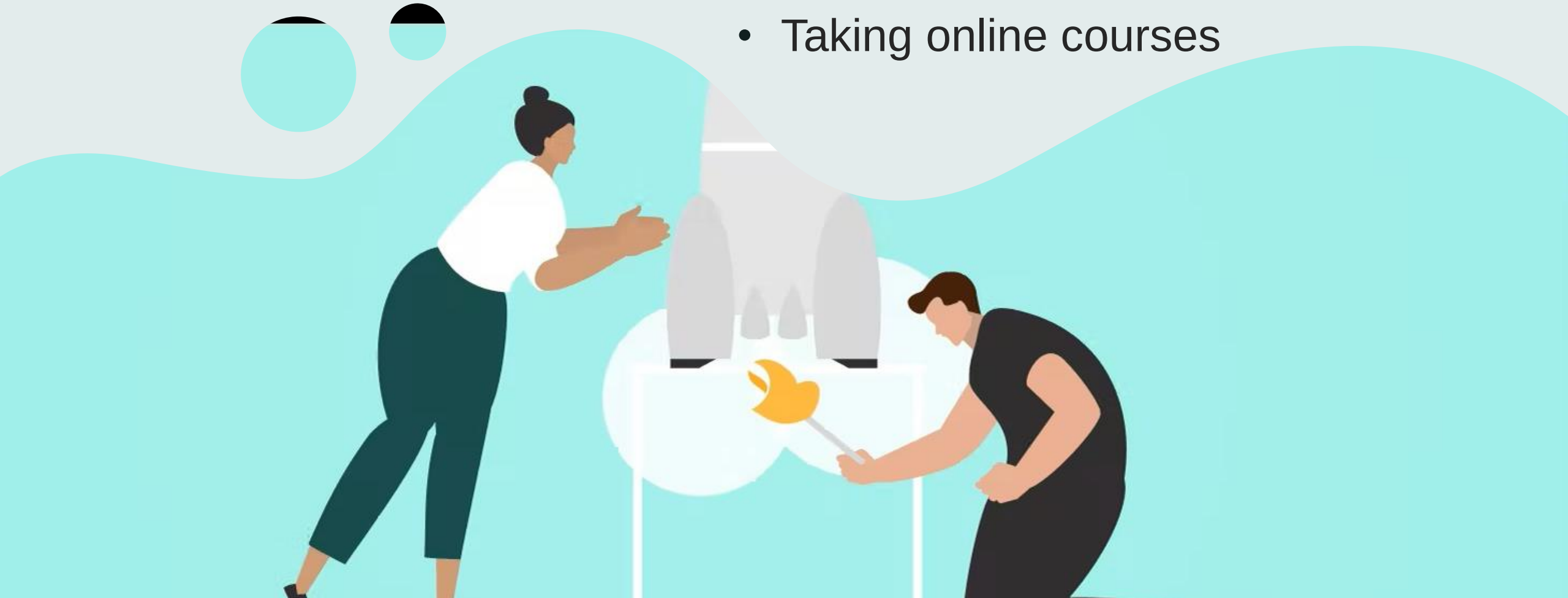
7. Potential benefits of becoming a human resource officer



HUMAN
RESOURCES

8. Developing effective training methods

- Internal training
- Training in collaboration
- Taking online courses



9. Conclusion

- Dedicated human resource teams are the backbone of successful businesses and happy employees
- Creating a safe and efficient work environment for employees requires balancing the needs of the business and the employees

10. References

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THANK YOU