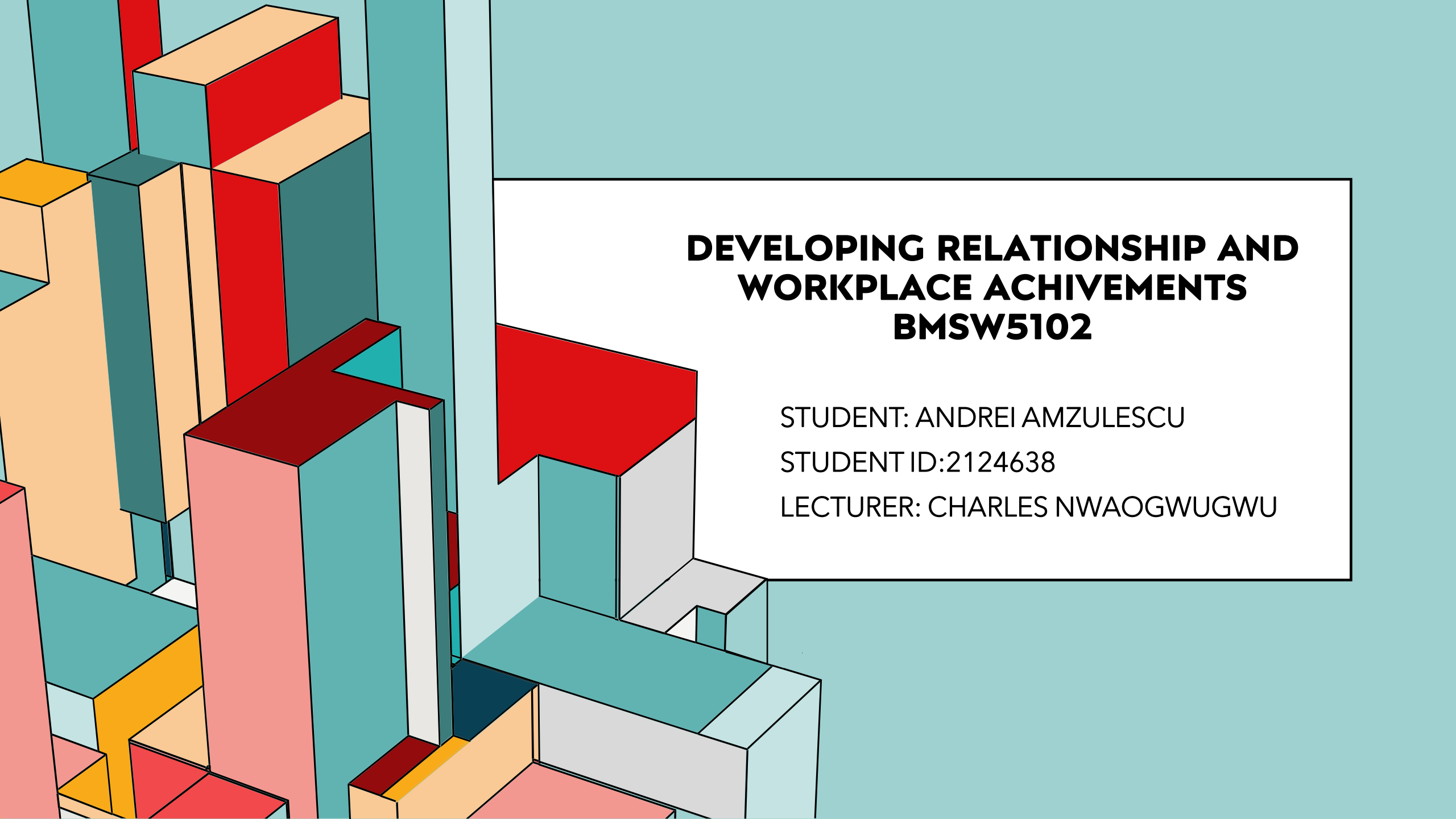




DEVELOPING RELATIONSHIP AND WORKPLACE ACHIVEMENTS BMSW5102

STUDENT: ANDREI AMZULESCU

STUDENT ID: 2124638

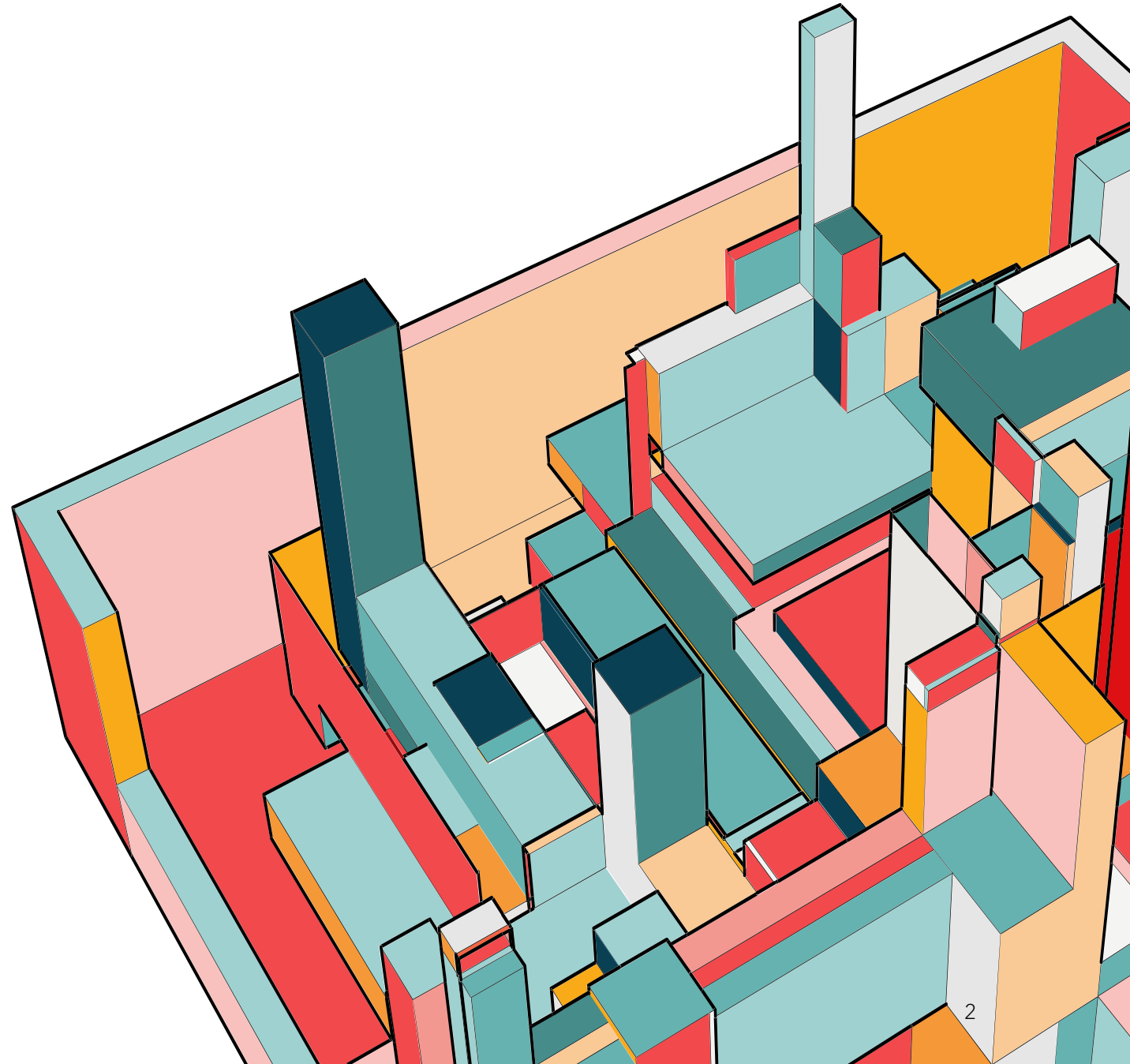
LECTURER: CHARLES NWAOGWUGWU

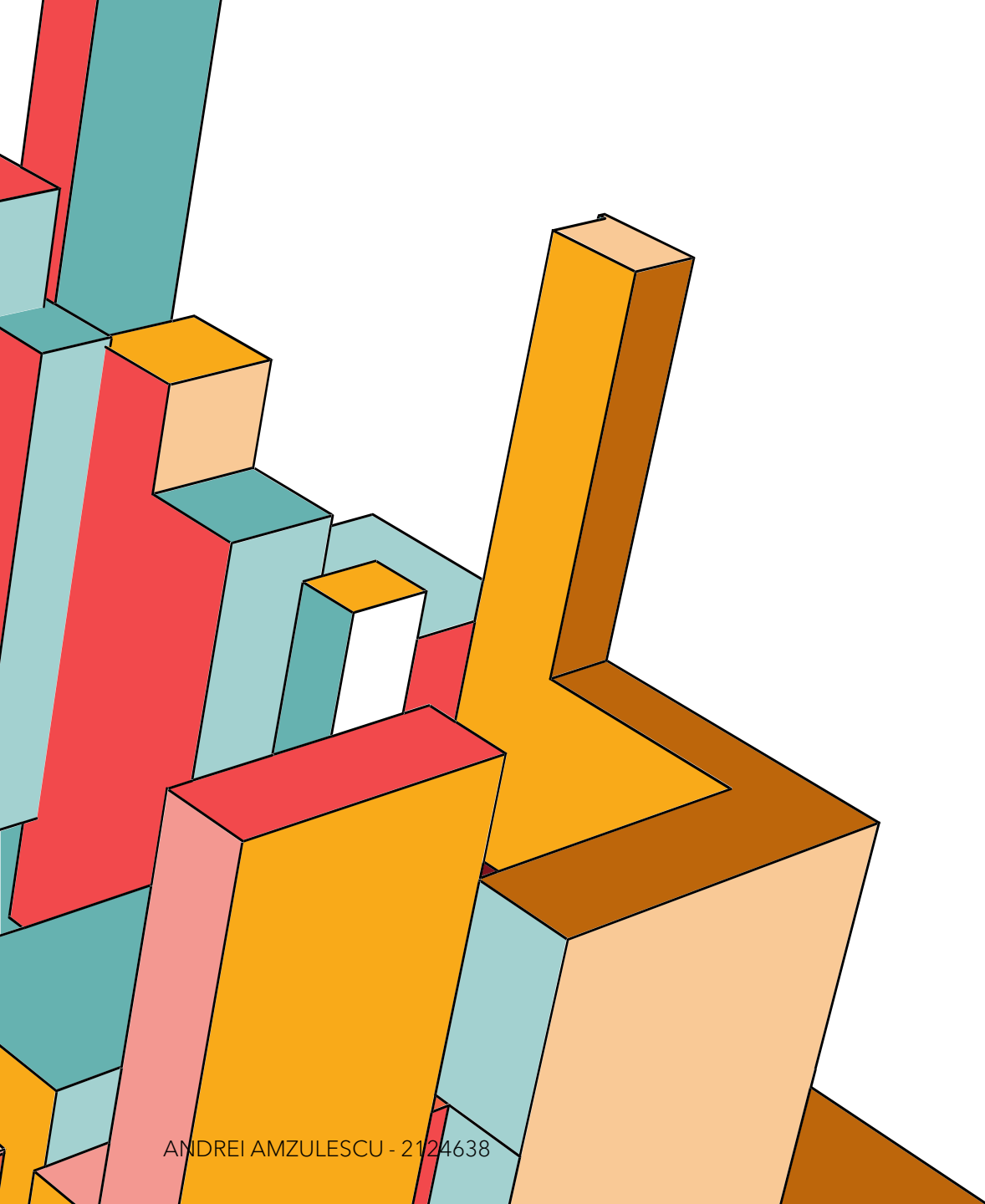
COMPANY INTRODUCTION

The Coca-Cola company was founded in 1886.

It is an American corporation with various beverage products sold in more than 200 countries and territories like Europe, Middle East , Africa, Latin America, North America, Asia.

The Coca-Cola uses a comprehensive matrix organizational structure with geographical divisions, product divisions, business type units and functional groups.





IDENTIFYING KSB REQUIRED BY HR DEPARTMENT

KNOWLEDGE

- ❖ personnel administration and payroll
- ❖ talent recruiting, hiring and onboarding
- ❖ employee support and benefits administration

SKILLS

- ❖ managing payroll operations
- ❖ consulting with key clients contacts
- ❖ operational execution of benefit programs
- ❖ evaluating organizational structures
- ❖ maintains personnel and organisational data

BEHAVIOUR

- ❖ ability to approach people with compassion and understanding
- ❖ prioritize employee development by building up capabilities and taking on new experiences
- ❖ coordinate and handle emergency situations
- ❖ work under pressure



SWOT ANALISYS

Strengths

- ❖ organized
- ❖ problem solving
- ❖ strong ethics
- ❖ love of learning
- ❖ detail orientated
- ❖ leadership
- ❖ creativity

Weaknesses

- ❖ time management
- ❖ not so good at digital skills
- ❖ uncomfortable with public speaking
- ❖ little experience in HR department
- ❖ impatience

Opportunities

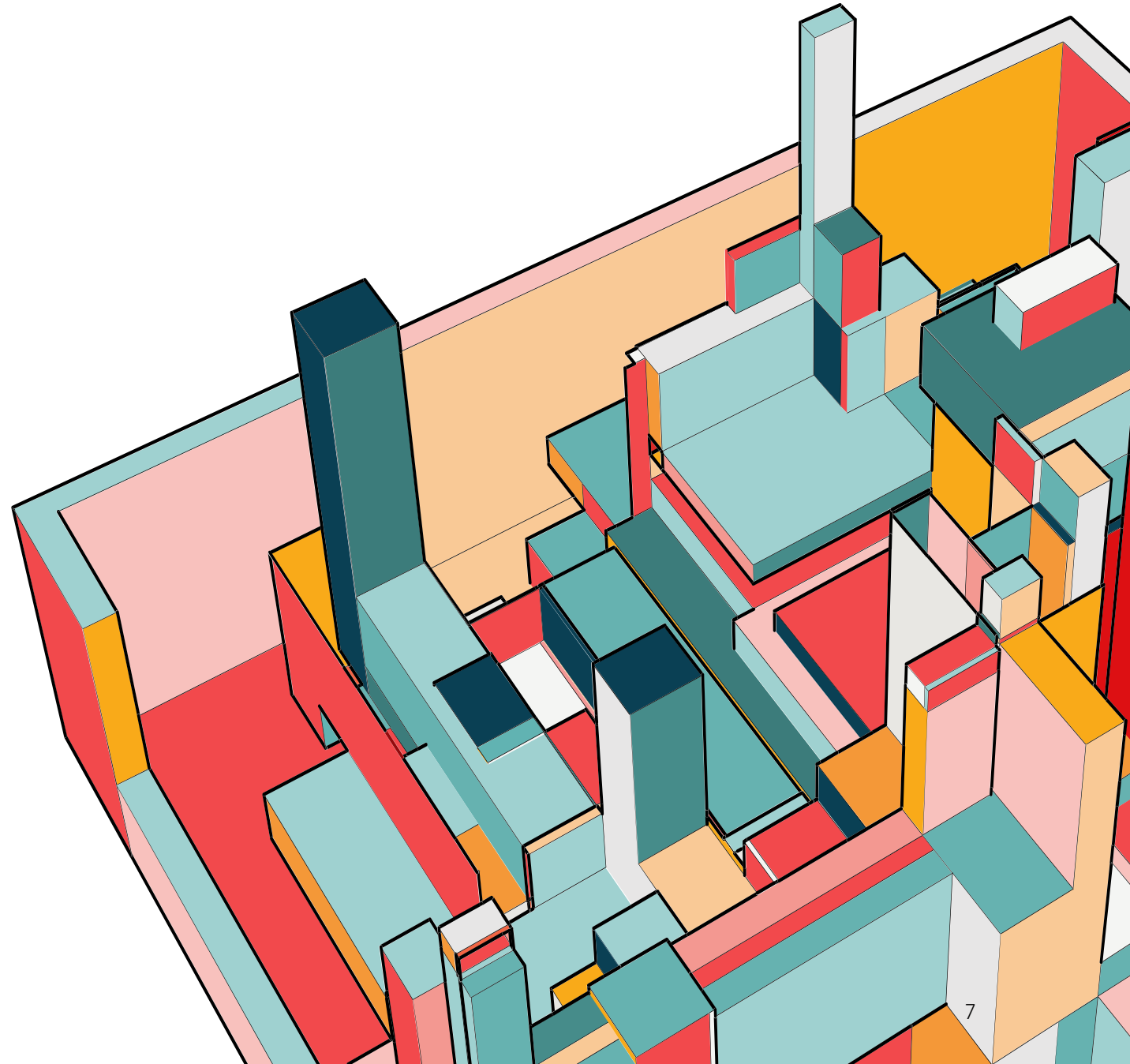
- ❖ better career options
- ❖ new technologies
- ❖ get help on projects
- ❖ training and internship

Threats

- ❖ failure to get approvals
- ❖ short temper
- ❖ routine
- ❖ competition
- ❖ lack of time
- ❖ conflict in the workplace

BENEFITS OF TRAINING AND DEVELOPMENT

- ❖ targeting to produce quality of labor with various educational, technical and analytic skills among employees
- ❖ refresh memory of old employees
- ❖ achieves learning about new things, service delivery , technology products
- ❖ opportunity for staff to feedback
- ❖ improves communications of relationship
- ❖ better teamwork



CONCLUSIONS

Training programs and its technique are designed to fulfill the organizational objectives and perspective and also the present difficulties they are experiencing.

A good place to work is where individuals are motivated by offering training and development programs, role play and possibility of feedback.

HR has an important role in the development, reinforcement and making changes in an organization.



REFERENCES

- ❖ [Coca-Cola | KO Stock Price, Company Overview & News \(forbes.com\)](#)
- ❖ [Investor Relations :: The Coca-Cola Company \(KO\)](#)
- ❖ [Coca-Cola Organizational Structure - FourWeekMBA](#)
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- ❖ [**Strong signals in HR management: How the configuration and strength of an HR system explain the variability in HR attributions**](#) Meier-Barthold, Madleen ; Biemann, Torsten ; Alfes, Kerstin Hoboken, USA: Wiley Periodicals, Inc; Human resource management, 2023, Vol.62 (2), p.229-246

APPENDIX C

PERSONAL SKILLS AUDIT

Appendix C

Personal Skills Audit

Name	Andrei Amzulescu
Job role:	Human Resource Officer

Please tick as appropriate 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				
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			

	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		

	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		X		

Explore more than one solution in order to solve a problem		X		
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Consider the ideas of others to help solve problems		X		
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Supervisory Management

How much experience have you had in your role?	< 1 month —	1-3 months	> 3 months X
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How many people have you managed at any one time?	None —	1-5 X	Above 5
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I declare that the information given in this form is true

Signed	Andrei Amzulescu
Date	19/11/2023

THANK YOU

ANDREI AMZULESCU

ID: 2124638