



Marta Zapparoli

Student ID 2020191

Module code: BMSW 5102

Module title: Developing Relationships and Workplace Achievement

Lecturer's name: Rixon Nting

Assignment title: Part 1- Individual Presentation on - 'Training and Development needs for a HR officer'



CHELSEA CONSTRUCTION

- Managing Director
- Directors
- Project managers
- Accountant
- Maintenance team
- Operational team
- Quality surveyor
- Consultants
- Laborer

KSB required by HR



Promoting equality & diversity

See Appendix A

- Western Societies are characterised by inequality and it is increasing
- Social division: Class, Race, Gender, Age, Disability
increase in inequality = discrimination-oppression
- The GAP is the problem
- Valuing difference means promoting
- Valuing differences' model -4keys
- Incorporations of equality and diversity in vision and mission in the organisation

(Thompson,2017)



Planning & delivering training. Inductions for new staff

Photo by (connek.com.au,2018)

See Appendix A

- **Training:** short-term, task-oriented, skills & knowledge specific area
- **Development:** long investment (CPD)
- **Benefits** employers: high company standard- work commitment and engagement – improve morale, attention, organisation efficiency- maximise skills- minimise distance and costs
- **Benefits** employees: fill gaps; achievement; KS up to date; confidence & credibility; professional standard
- **Planning with a systematic approach:** they must know, they should know, would be nice for them to know
- **SMART:** effective goals

(Goldstein, and Ford, 2002)



Undertaking salary reviews

See Appendix A

Photo by (Alamy.com,2022)

- Employees' compensation to match work performance
- Improve motivation, productivity -Improve team morale- with remunerations boost ownership and self-enhancement
- Review help in high performance and engage these are not
- Opportunity to discuss strengths and weaknesses in their role
- Help to evaluate company training and development to identify areas of improvement
- Salary review open dialogue between employer and employees
- Prevent retention rate for the organisation

HOW?

- Research market pay data, budget and deadlines ➡ Inflation rate increase ➡ Equal performance review ➡ Self-evaluation form ➡ Review ➡ Notify employees of outcome

(Factorial HR, 2022)

SWOT

Strengths	Weaknesses
➤ IT, problem-solving. ➤ Work passion and commitment to achieving goals. ➤ Working under pressure, empathetic, positive attitude.	➤ Too attentive to deadline ➤ Sensitive, Manage emotion ➤ Communication skills

Appendix B & C

Opportunities	Threats
➤ Fill the vacant position and show my determination. ➤ To make the company competitive in the market by doing research. ➤ Be unique, from a different culture so I can see other points of view and see things differently, give positivity.	➤ Can harm lack of confidence. ➤ Competitors. ➤ Development SK in HR ➤ HR software ➤ UK regulations

Appendix B & C

HRD & Training Benefits for myself

- Position of influence
- Chance to change lives
- Help create a more diverse, equitable workplace
- Up-to-date knowledge and skills
- Knowing the topic
- Increase job satisfaction
- Performance
- Identifying training and development needed
- Higher capacity to adaption of new methods and technologies
- Keep pace with the changes in industry
- Competitiveness

(Bashir, 2013)

HRD & Training Benefits for Chelsea Construction

(Kew, and Stredwick, 2013)

- HRD essential to achieve economic growth & skilled employees
- HRD's studies in adult learning are growing for organisations' success
- Firms with consistent investment in human capital have better performance
- Investment in employees training is an investment for Chelsea Construction:

STRENGTHS

- More income
- Improve company culture
- Advising
- HRMC knowledge

WEAKNESS

- Investment of money
- Investment of time
- Less customer focus
- Technology

CONCLUSION

(Cherian, and Jacob, 2012)

HR plays a key role in the development and success of an organisation and in reinforcing the value and culture of the business.

Society is changing day by day and HR studies are developing in recent years, therefore HR knowledge and laws must be updated constantly for the benefit of the company and employees and must be integrated accordingly.

References

- Alamy.com,(2022) Retrieved 08 09, 2022, from Employee Compensation Report and salary Review: <https://www.alamy.com/employee-compensation-report-and-salary-review-image335762568.html>
- Bashir, N.,A., (2013). Training and Development Program and its Benefits to Employee. *European Journal of Business and Management*, 2222-2839.
- Cherian, J. and Jacob, J., 2012. A Study of Green HR Practices and Its Effective Implementation in. *International Journal of Business and Management*, 7(21), pp. 1-9.
- Conek.com.au. (2018). *Connek*. Retrieved 08 09, 2022, from Skills and delivery: <https://connek.com.au/about-us/skills-and-delivery/>
- Factorial HR, 2022. *Factorial Blog*. [Online] Available at: <https://factorialhr.co.uk/blog/salary-review/> [Accessed 12 08 2022].
- Goldstein, I. L. and Ford, J.K. (2002) Training in organizations: needs assessment, development, and evaluation, 4th ed. Belmont, CA
- Kew J. and Stredwick, J., (2013) Human Resource Management in a Business Context. 2nd ed. London: CIPD.
- Shabat, B., (2019). *How to Start Your Own Construction Business in 2021*. [Online] Available at: <https://www.become.co/blog/starting-construction-company-2021/> [Accessed 15 09 2022]
- Thompson, N., (2017) *Promoting Equality: Working with Diversity and Difference*. 4th ed. London: Bloomsbury Publishing Plc.

Appendix A

Key expectations of HR Officer Roles

As a human resources (HR) officer you will develop, advise on and implement policies relating to the effective use of staff in an organisation. In the role your aim is to ensure that the organisation that you work for employs the right balance of staff in terms of skill and experience, and that training and development opportunities are available to colleagues to enhance their performance and achieve the company's business aims.

HR departments are expected to add value to the organisation they support. The exact nature of the work varies according to the organisation, but is likely to include: working closely with various departments, increasingly in a consultancy role, assisting line managers to

understand and implement policies and procedures, promoting equality and

diversity as part of the culture of the organisation.

liaising with a range of people involved in policy areas such as staff performance and health and safety.

recruiting staff, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, and selecting candidates.

developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures, and absence management. preparing

staff handbooks,

advising on pay and other remuneration issues, including promotion and benefits;

undertaking regular salary reviews.

negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions.

administering payroll and maintaining employee records;

interpreting and advising on employment law. dealing with grievances

and implementing disciplinary procedures.

developing HR planning strategies, which consider immediate and long-term staff requirements;

planning and sometimes delivering training - including inductions for new staff.

analysing training needs in conjunction with departmental managers.

Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve? Where do you have fewer resources than others? What are others likely to see as weaknesses?
Opportunities What opportunities are open to you? What trends could you take advantage of? How can you turn your strengths into opportunities?	Threats What threats could harm you? What is your competition doing? What threats do your weaknesses expose to you?

Personal Skills Audit

Name
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				
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				