

Developing Relationships and
Workplace Achievements
Assessment 1

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Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Brompton Bicycle Ltd
folding bike company in London.
150 employee.
Multi culture organization.



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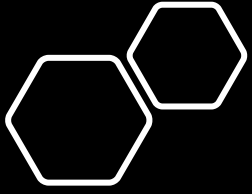
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Knowledges, skill
and behaviours
required as an
HR officer in my
company.



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Knowledge

- Equal Diversity.
- Staff handbook.
- Computer and electronic.
- Health and safety of the employee.





- ❖ Communication skill
- ❖ Time Management
- ❖ Active listening.
- ❖ Service orientation.
- ❖ Employability skill.



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Behaviour

- ❖ Respect every staff.
- ❖ Positive attitude.
- ❖ Collaborative.
- ❖ the company rules.



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SWOT Analysis.

Strengths

Communication skill.
Drive to deliver.
Active listening .
Positive attitude.

Weaknesses

Software.
Time management.

Opportunities

Software training.

Threats

How to fit myself into the team.
The company culture.



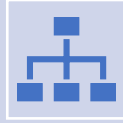
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The potential Benefits to the organisation of Developing me as an HR officer through effective training and development.



It help to improve the organisation efficiency.



It help to reenergize the staff with new skill and ideas.



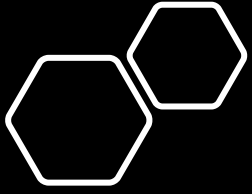
To organise a planning easier during retirement, dismissal or separation



It build confidence and credibility as well

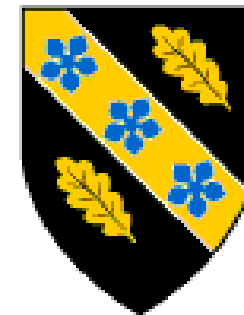


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The potential benefits to the individual of develop me as an HR officer through effective training and development.

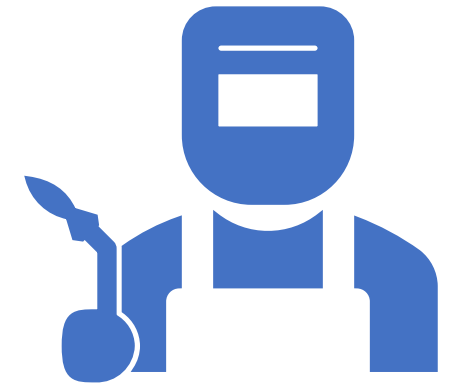
- It help to achieve your career goals .
- It build confidence and credibility to stand out from crowd.
- By completing (CPD) courses or sessions.
- It boost morale and motivation in the workforce.

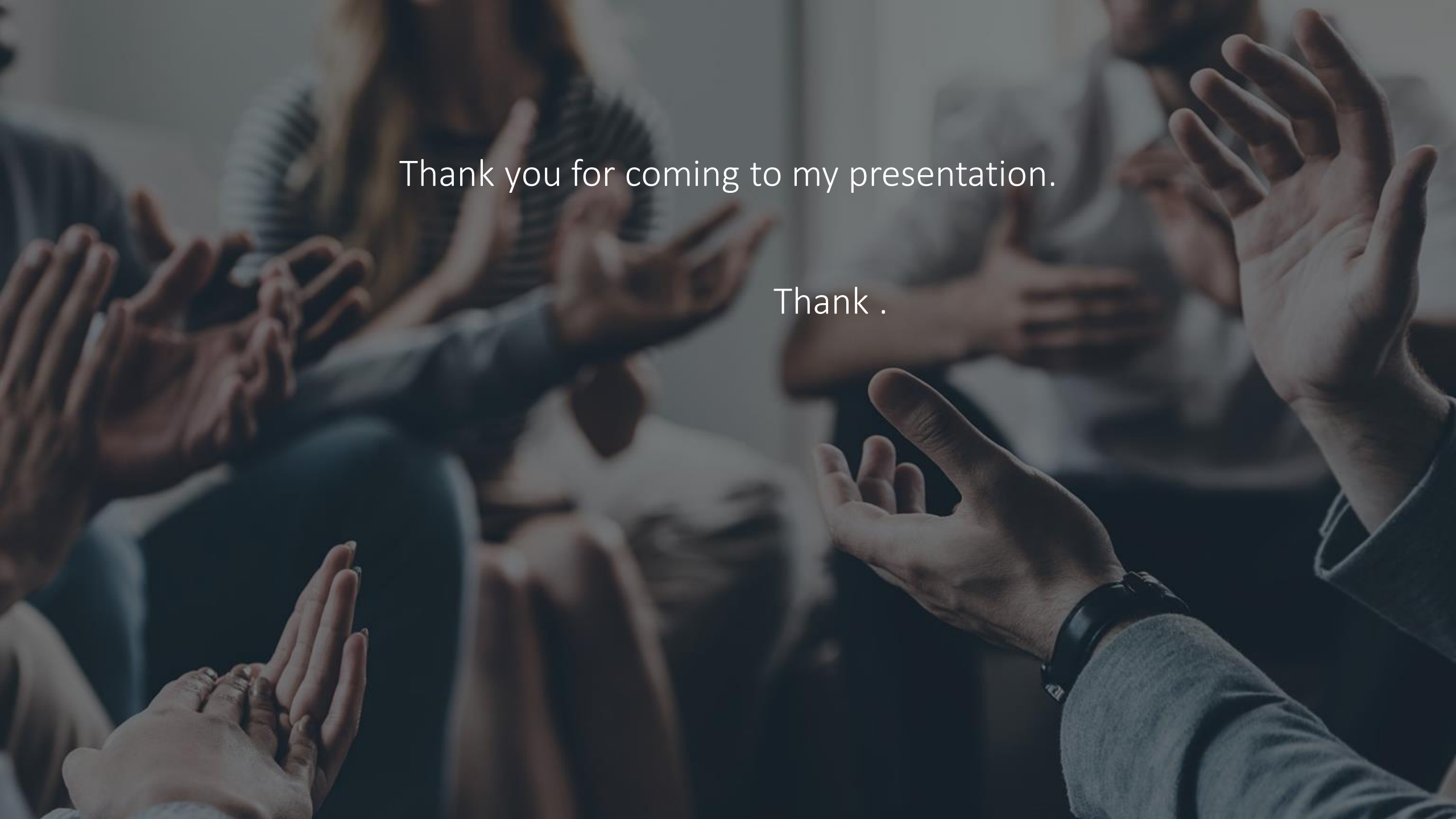


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Conclusion.

- Being a fully train HR officer, I got confident working with my teammate, and I can now understand the use of the company HR software.
- My communication skill was a key point how to communicate with other staff.





Thank you for coming to my presentation.

Thank .

References.

- Armstrong. (2020). *Armstrong's handbook of human resource management practice* (Taylor, Ed.; Fifteen edition., p. 1 online resource (801 pages)). Kogan Page.
- Kim, B.Y., 2006. Managing workforce diversity: Developing a learning organization. *Journal of Human Resources in Hospitality & Tourism*, 5(2), pp.69-90.
- Rafi, J., Ivanova, E., Rozental, A., Lindfors, P. and Carlbring, P., 2019. Participants' experiences of a workplace-oriented problem gambling prevention program for managers and HR officers: A qualitative study. *Frontiers in psychology*, 10, p.1494.



Personal Skills Audit

Name	REX AMU
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				
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				
Delivering a training session		X		X
Resolving disputes/complaints				
Interviewing				X