3CO03

CORE BEHAVIOURS FOR PEOPLE PROFESSIONALS

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Task One – Ethical practice review

AC 1.1: One ethical principle, and one professional value that behaviours at work

Ethical principles

Ethical principles can define as the universal rules to conduct behaviours that expected by all. Board ethical practices based on the social work, and core values that inform ethical practice by people in an organisation. Honesty, Accountability, Justice, and Respect are the four key ethical principles that impact human behaviours in society, and work. The CIPD profession map has defined some ethical principles that all people should adhere to in their people practice related activities (CIPD, 2023). These ethical practices are taking responsibility of own action, and demonstrating honesty from their work, and behaviours. As an example, people professionals should take responsibility of their actions to positively influence the entire workforce towards ethical practice. People professionals can take responsibility of their actions by taking ownership of their misjudgements, and misjudgements. These ethical practices allow people professionals have a deep sense of pride in what they do in their work.

Professional values

Professional values are the guiding values, and principles that influence behaviours of people in an organisation. Professional values are involved with trust, integrity, respect, and professional commitment that improve image of a people regards their profession (Godsey *et al.* 2020). Hence, behaviours are important component of professional value, and the CIPD profession map has been referred with some behaviours that people professional should follow to maintain professional values in their work, and these are valuing people, commercial drive, working inclusively, passion for learning, and insight focused (CIPD, 2023). As an example, the commercial drive refers to the way of applying customer focused approach to demonstrate commitment of the organisation towards the customers. People professionals should demonstrate key responsibility of employees that can drive customer focused approach. The result of commercial drive create value for the organisation, and driving employees towards commercial drive will improve overall image of the organisation among their customers. In that way, people professionals can maintain professional value in the organisation with demonstrating ethical practice of the organisation towards customers.

AC 1.2: Ways in which people professional conform ethics related legislation

Legislation- The Equality Act 2010

Ethical practice is the role of people professionals, and ethical values should be applied with values of organisational behaviours. Equality as ethical practice thought centres all human being deserves morale consideration. Equality should be accepted with its unavoidable limitations in practice, and people professionals

should eliminate immoral practices, and unfair treatment in the organisation. The Equality Act 2010 (UK) has applied in the workplaces in the UK for eliminating practice related to discrimination. The act has referred with nine characteristics such as age, sex, gender, sexual orientation, marital status which are protected from discrimination (Gov.uk, 2010). Hence, it is the key responsibility of people professionals to ensure no discrimination, or unfair treatment is happening in the workplace. People professionals are responsible to support employees in their work, and other priorities. During this practice, people professionals can follow the Equality Act 2010 to demonstrate honesty, and equality in the workplace.

Code of Practice- Safety management

A Code of Practice is a written guide by a professional association with the standard for a specific trade, profession, and practice. A Code of Practice can be issued to all professionals to lay professional standard in their profession, and practice. Safety management is a Code of Practice that concerned with the principles of safety, and health with defining safety, and health requirements, and precautions required in an organisation (Pappa *et al.* 2022). Safety, and health of employees should be the key concern of people professionals, and should ensure the basic safety, and health requirements of employees are being prioritised, and maintained. The code promotes the implementation of safety system that also improve relationship among employees, and employers. Hence, following this Code of Practice can give people professional a practical guide for achieving safety, and health standard of the organisation.

AC 2.1: Approach to behave inclusive and respectful to others

People professionals work on consistently achieving high standards, and promote good relationships in the organisation. Demonstrating inclusive, and respectful approach is the way by which people professionals can promote good relationships (Zeng *et al.* 2020). In the following part, I am going to discuss my approach to behave inclusive and respectful to others.

a**) contributing your views and opinions**- Employee voice should be the key concern of people professionals by involving employees' opinion, and perspective for decision making, and allowing employees to raise their concern to the employer. My approach to contribute my views, and opinions in the organisation is raising my concern on unethical, or inappropriate practices that may have a negative influence on the workplace. Through this approach, I show respect to others working in the organisation, which is also effective to build an inclusive working environment.

b) clarifying problems or issues- Being a people professional, it is my key responsibility to clarify problems, and issues faced by employees in the organisation, and making sure they are well engaged in the organisation. My approach toward clarifying problems, and issues is to ask employees what problems faced by employees, and try

to give them proper assistance. I mostly concentrate on new employees after the onboarding, and clarify their problems, and issues, that allow me to show them respect.

c) working effectively as part of a team- Team working is the core working area of people professionals, and being a people professionals should be proactive in team working. My approach to effectively work as the part of a team is that, I always try to be co-operative to my team members, and listen to their opinions on my work. Based on the Belbin's team role model, I would like to refers my team working approach as Team Worker, that prefers to diplomatic, corporative, and always listen to others (Moyce, 2020).

AC 2.2: The way people professionals to stay up-to-date with developments in the world of people practice

In this modern, and competitive business world, the role of people professional is also evolving, and it has become important to people professionals to stay up to date with the trends, and development related to people practice. The following part is going to discuss with some formal, and informal methods, that people professionals can follow for improving their knowledge, and capabilities on trends, and development related to people practice.

Formal methods

Attending professional events- Attending professional events have some key benefits through allowing people in socialisation, and networking. Attending professional events on HR trends, and developments can allow people professionals to know about trends, and developments on people practice.

Classroom instruction- Classroom instruction is a purposeful direction of learning process where a teacher conduct class activities through discussion, presentation, and demonstration (Asmara, 2020). Classroom instruction on tools, and technologies used in HR field can help people professionals to be up to date with technologies in the HR field.

Informal methods

Work shadowing- Work shadowing is an informal method of learning in which individuals observe others in working, and learn from them. Work shadowing on senior professionals can allow individuals to learn about behaviours, and professional standards they should follow in the organisation (Khan‑Gökkaya, and Moesko, 2021).

Tracking activities of competitors- The roles of people professionals is now associated with hiring, and retaining talents. Tracking competitors' activities can be helpful to people professionals to know about strategies that can be applicable to attract, and retain talents.

Two methods I have found effective

I have found classroom instruction, and work shadowing most effective to improve my knowledge, and performance toward people practice related developments. Through work shadowing, I have learned about skills, and behaviours that I should follow in modern people practice context. Along with that, the classroom instruction helped me in know about technologies that I can follow in modern business context.

Task Two – Professional Development

AC 2.3: CPD Record

Key dates	What did you do?	Why did you do it?	So what?	State the impact
January 2023	I participate in a work shadowing in my organisation	The role of people professionals is evolving, and they now needed to interact with employees personally. This is why people professionals should have interaction skills, and this is why I participated in work shadowing.	I have participated in work shadowing with my line managers, and senior managers. Through the work shadowing, I have learned about key skills that people professionals should follow while communicating with others. I have also learned the ways to address conflict among employees, and addressing. Particularly, I have learned about mediation, and conflict resolving ways that may be helpful managing conflict in the organisation.	The CPD activity has been helpful to me learn about skills, and behaviours that people professionals should follow in their working context. The CPD activity had helped me in developing my interpersonal, and conflict resolution skills. As an example, I have followed the learning from the CPD activity to address workplace conflict by keeping a continuous communication with employees, and resolving them thoroughly. In that way, I have been able to minimise workplace conflict, and differences in the organisation, that also improved my behaviours, performance, and professional standard in the organisation.
March 2023	I attended a classroom	The role of people professionals is	In the classroom instruction, first I have	The CPD activity helped me in developing my

	instruction in my organisation on HR tools, and technologies	evolving, and technology has become an integral part of HR, and people practice related works. I have attended classroom instruction on HR tools, and technologies.	learned about importance of good communication, collaboration, and people management in the people practice field. I have learned about Talent Acquisition, Data processing, and Applicant tracking systems. In the class, I also have learned about communication tools that can boost workplace collaboration. From the CPD activity, my knowledge on HR data management, and processing also improved. In that way, the CPD activity has allowed me to develop knowledge on trends, and developments on people practice field.	knowledge on HR tools, and technologies, that I can follow to boost workplace communication, and collaboration. I assist the people practice in employee recruitment, and I have used Applicant tracking system to keep track on applicants, and make sure good applicants are being recruited for the desired job roles. Hence, the CPD activity helped me in improving my performance on talent sourcing. In the activity, I have learned about communication tools that have been useful during Covid-19 to improve communication in the workplace. I have also used the communication tools to improve communication with my team members, and succeed with better team working result.
September 2023	I started to keep track on	The role of people professionals is evolving, and it is now	The CPD activity helped me in to learn about pay, and benefits offered by	The CPD activity has been helpful to me to develop my knowledge,

	the activities of competitors	associated with hiring, and retaining employees. Being a people professional, it is my key responsibility to help employees to integrate in the organisation, and ensure they stay longer in the organisation. In order to keep employees in the organisation, our organisation should offer employees to competitive pay packages. For developing my knowledge in the context, I should keep track on the activity of competitors in the labour market.	competitors from the labour market. I get to know that, along with competitive pay, some companies offer good culture, and rewards that attract top talents towards the organisation. The CPD activity also helped me to know about labour market trends should be considered by people professionals in their compensation, and pay designing. Hence, the CPD activity has been helpful to me improve my knowledge, and performance on pay, and reward management.	and performance on reward, and compensation development. My responsibility is to engage employees in the workplace, and retaining them longer to the organisation. I have applied my knowledge gained from the CPD activity to design competitive reward, and compensation, that allowed our organisation to retain top talents, and bring a positive change.

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