

## 2.5 – Human Resources

Please follow the hyperlinks and write answers to the questions using the information you find – if you finish within the 2 hours, please complete the Seneca from last weeks lesson. Please send me your completed questions via email.

Following studying **finance** this half term we will be moving onto **Human Resources** next half term.

The term **Humans Resources** refers to the effective management of people within a business.

The topics we will be studying are:

2.5.1 – Organisational Structures

2.5.2 – Effective Recruitment

2.5.3 – Effective Training and Development

2.5.4 – Motivation

Questions to complete – use the link to bitesize above to find the answers.

2.5.1 – Organisational Structures -

<https://www.bbc.co.uk/bitesize/guides/z6v847h/revision/1>

1. What is a flat structure?
2. What is a tall structure?
3. What are the key terms in organisation structures?
4. What is a centralised structure?
5. What are the advantages and disadvantages of a centralised structure?
6. What is a decentralised structure?
7. What are the advantages and disadvantages of a decentralised structure?
8. What is the impact of communication on efficiency and motivation?
9. What is meant by insufficient and excessive communication?
10. What is a barrier to communication? Give some examples?
11. What is meant by full time, part-time and flexible work?
12. What is meant by temporary, permanent, and freelance contracts?
13. What are the links between technology, efficiency and remote working?

### 2.5.2 – Effective Recruitment - <https://www.bbc.co.uk/bitesize/guides/zbwhxyc/revision/1>

1. What are meant by Directors, Senior Managers, Supervisors & Team Leaders, Operational Staff and Support Staff – what are their key roles and responsibilities?
2. Explain the purpose of the following documentation in the recruitment process – Person specification, Job description, Application form and CV.
3. What is meant by internal and external recruitment and what are their advantages and disadvantages?

### 2.5.3 – Effective Training and Development - <https://www.bbc.co.uk/bitesize/guides/zhgj8xs/revision/1>

1. Explain the following concepts – Formal training, Informal Training, Self-learning, Ongoing Training, Target Setting & Performance Reviews
2. Explain the importance of training in relation to both Motivation and Retention
3. Explain the concept of retraining to use new technology

### 2.5.4 – Motivation - <https://www.bbc.co.uk/bitesize/guides/zjncbdm/revision/1>

1. Explain how motivation links to **attracting employees, retaining employees and productivity?**
2. Explain **financial** methods of motivation including **remuneration, bonuses, commission, promotions and fringe benefits.**
3. Explain **non-financial** methods of motivation including **job rotation, job enrichment and autonomy.**