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| **Core Knowledge Map** |
| Subject: Business | Year: 11 | Term: Spring 1 and 2 |
| What are we learning? |
| 2.5 Making Human Resource Decisions |
| How will I be assessed  |
| Answering questions on Smart revise. Marked by teacher, peer and self. Assessment – 2.5 end of topic test - 45 mins |
| Big questions: |
| When a businesses grow in size and the number of employees increases, how do business manage the internal structure to show the relationship between employees, managers, departments and locations? |
| How does this build on previous learning? | How will this link to my future learning? |
| Theme 1 Investigating a Business | A level human resources.  |
| Core knowledge: | Key vocabulary: |
| **Different organisational structures and when each are appropriate:**● hierarchical and flat ● centralised and decentralised.**The importance of effective communication:**● the impact of insufficient or excessive communication on efficiency and motivation ● barriers to effective communication. **Different ways of working:**● part-time, full-time and flexible hours ● permanent, temporary, and freelance contracts ● the impact of technology on ways of working: efficiency, remote working.**Different job roles and responsibilities:**● key job roles and their responsibilities: directors, senior managers, supervisors/team leaders, operational and support staff.**How businesses recruit people:**● documents: person specification and job description, application form, CV ● recruitment methods used to meet different business needs (internal and external recruitment).**How businesses train and develop employees:**● different ways of training and developing employees: formal and informal training, self-learning, ongoing training for all employees, use of target setting and performance reviews.**Why businesses train and develop employees:**● the link between training, motivation and retention ● retraining to use new technology.**The importance of motivation in the workplace:** ● attracting employees, retaining employees, productivity.**How businesses motivate employees:**● financial methods: remuneration, bonus, commission, promotion, fringe benefits● non-financial methods: job rotation, job enrichment, autonomy. | Barriers to CommunicationBonus Centralised structureCommissionCurriculum vitae (CV)Decentralised structureEffective communication Excessive communication External recruitmentFlat structureFlexible hoursFormal trainingFreelance contractorsFringe benefitsFull-time employees Hierarchical structureInformal trainingInternal recruitment Job descriptionJob enrichmentJob rotationMotivationOrganisational structure Part-time employeesPerformance reviews Permanent employeesPerson specificationRemote workingRemuneration Self-learningStaff retentionTemporary employees |
| Need more help? |
| Google Website for revision maps, exam technique and revision guides. [Business 9-1 - 2.5 (google.com)](https://sites.google.com/okehamptoncollege.devon.sch.uk/business-gcse/2-5) |