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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 Communication  Bonus  Centralised structure  Commission  Curriculum vitae (CV)  Decentralised structure  Effective communication  Excessive communication  External recruitment  Flat structure  Flexible hours  Formal training  Freelance contractors  Fringe benefits  Full-time employees  Hierarchical structure  Informal training  Internal recruitment  Job description  Job enrichment  Job rotation  Motivation  Organisational structure  Part-time employees  Performance reviews  Permanent employees  Person specification  Remote working  Remuneration  Self-learning  Staff retention  Temporary 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) | | | |