



BUSINESS MANAGEMENT

LAP 15.1—Chapter 15.1 Working With Employees Meeting Personnel Needs

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ♦PT3c Incorporate appropriate leadership and supervision techniques, customer-service strategies, and standards of personal ethics to communicate effectively.
- ♦PT4b Evaluate information critically and completely.
- ♦PT5f Develop the ability to market the assets each individual has.
- ♦PT6a Demonstrate interpersonal, teamwork, and leadership skills necessary to function in diverse and multicultural settings.

Objectives

- ♦ Understand the methods that organizations use to select employees.
- ♦ Explain the difference between a transfer, promotion, and separation.
- ♦ Identify different methods of training employees.
- ♦ Understand the methods that organizations use to measure performance.
- ♦ Explain the process of Management By Objective.
- ♦ Understand the importance of rewarding employees

Resource Text: Business Management
Student Workbook and materials for above
Chapter 15, Working with Employees (15.1—Meeting Personnel Needs)

Time Frame 4 hours

Introduction

In Chapter 15, Part 15.1, you will learn how companies use methods such as interviewing and testing to select employees, how the human resources department handles employees leaving positions, what training techniques companies develop to teach new concepts.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

_____ Text: Read p. 341, Management Talk, and the workplace connections section and complete the questions for Analyzing Management Skills and Applying Management Skills on a separate sheet of paper.

_____ Text: Management Careers in Focus (Personnel Manager), p. 345. Read and key answers to critical thinking questions.

_____ Text: Read Section 15.1, pages 342-355, Meeting Personnel Needs. Remember to key answers to the BusinessWeek Management Model critical thinking and decision making on page 351.

_____ Text: p. 355, Section 15.1 Assessment: Key answers to critical thinking questions and case analysis.

_____ Workbook, pages 222-225: Skill Building Activities 1, 2, and 3 : Reading, Math and Writing Skills. Key answers on your Chapter 15 Word Answer Document.