

What is Human Resource Management (HRM)?

1) Talking point:

Discuss various aspect of HRM

2) general vocabulary

- There are 18 words connected with human resources in the box below. Use them to complete the sentences. The first one has been done for you as an example

assessment • budget • ceiling • experience • facilities • forecast
interview • mediation • mismanagement • motivation • objective • ~~peak~~
potential • predecessor • retirement • session • stipulation • supervision

1. He has reached the peak of his career.
2. This morning's staff development _____ will be held in the conference room.
3. There are very good sports _____ on the company premises.
4. Older staff are planning what they will do in _____.
5. They made a complete _____ of each employee's contribution to the organization .
6. The company failed because of the chairman's _____ of capital assets.
7. The applicant was pleasant and had the right qualifications, but unfortunately he did not have any relevant _____ .
8. Our main recruitment _____ is to have well-qualified staff.
9. The dispute was ended through the _____ of union officials.
10. Employees showing leadership _____ will be chosen for management training.
11. He took over the job from his _____ last May.

12. She is very experienced and can be left to work without any _____

13. What _____ has the government put on wage increases this year?

14. The contract has a _____ that the new manager has to serve a three-month probationary period.

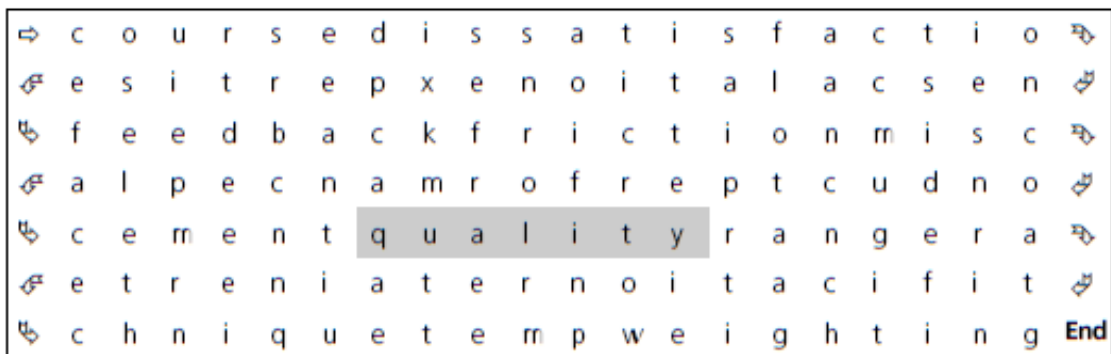
15. I am going for an _____ for a new job next week.

16. We need to draw up a _____ for salaries for the coming year.

17. We believe that the sales manager's _____ of higher turnover next year is a bit optimistic.

18. I think our sales staff lack _____. They don't seem very keen and haven't been working well recently.

- Starting in the top-left corner, separate the letters below into 15 different words. You will find the words by reading from left to right and from right to left, following the directions of the arrows. When you have done this, use the words to complete sentences 1 - 15 below. There is one word you will not need. The first one has been done as an example



- The poor quality of the service led to many complaints.
- The agreement has to go to the board for _____.
- We have had a _____ working in the office this week to clear the backlog of letters.
- His overall _____ has improved considerably since he went on a management training course.
- The salary _____ for this sort of job is between £17,000 and

£19,000.

6. We hired Mr. Smith because of his financial _____.
7. Although the work itself was interesting, there was a lot of _____ with the organisation and its rules.
8. When he disobeyed the orders, he was given, he was dismissed for gross _____ .
9. There is a lot of _____ between the sales and accounts staff which we need to resolve as soon as possible.
10. The company sent her on a management _____ to help her develop her managerial skills.
11. She has finished university and is now looking for a _____ with a design agency.
12. Although he is a freelance worker, we don't want him to work for anyone else, so we pay him a _____ of £2,000.
13. London is an expensive city, so people working for our company there receive a £2,000 London _____ in addition to their salary.
14. The management received a lot of _____ on how popular the new pay scheme was proving.
15. The union has threatened an _____ in-strike action.