

HR LESSON 10

Revision

In this lesson you will revise material from the whole course.



1. REVISION.
2. Revision from lessons 1 - 5.
3. Revision from lessons 6 - 9.



PART 1.

REVISION FROM LESSONS 1 – 5.

- Name 5 key functions in HR Management and give their Polish equivalents.

KEY:

RECRUITMENT / SELECTION	REKRUTACJA I DOBÓR PRACOWNIKÓW
PERFORMANCE / APPRAISAL	OCENA PRACY
REDUNDANCY	ZWOLNIENIA
TRAINING AND DEVELOPMENT	SZKOLENIA I ROZWÓJ
RECORD KEEPING OF PERSONAL DATA	PROWADZENIE AKT PRACOWNIKÓW
TOTAL REWARDS	WYNAGRODZENIE
DEVELOPMENT AND CAREER	PLANOWANIE ŚCIEŻKI ROZWOJU

- 2. Complete the sentences below:

1. At the end of every 6 months a _____ review or _____ takes place.
2. _____ include everything the employee perceives to be of value resulting from the employment relationship.
3. _____ is an important part of a professional's task. Records should use clear, straightforward language, be concise, and accurate.

KEY:

1. At the end of every 6 months a performance review or appraisal takes place.
2. Total rewards include everything the employee perceives to be of value resulting from the employment relationship.
3. Good record keeping of personal data is an important part of a professional's task. Records should use clear, straightforward language, be concise, and accurate.

- 3. Explain the following words in English and give their Polish equivalents:

OUTPUT	TANGIBLE	ASSET
--------	----------	-------

Key:

TANGIBLE - real or not imaginary, able to be touched / namacalny

OUTPUT - an amount of something produced by a person, machine or a country / wydajność, produkcja, moc, dorobek

ASSET - a useful or valuable quality, skill or person / zaleta, atut, plus

- 4. Complete the short text below with recruitment and selection.

_____ takes place from the point when a business decides that it needs to employ somebody up to the point where a pile of completed application forms has arrived for the post.

_____ is the process of choosing which person to appoint from those that apply for a job vacancy. Then it involves choosing an appropriate candidate through a range of ways of sorting out suitable candidates leading to interviews and other tests.

KEY:

Recruitment takes place from the point when a business decides that it needs to employ somebody up to the point where a pile of completed application forms has arrived for the post.

Selection is the process of choosing which person to appoint from those that apply for a job vacancy. Then it involves choosing an appropriate candidate through a range of ways of sorting out suitable candidates leading to interviews and other tests.

■ 5. Choose the correct verbs to complete the sentences.

1. The training manager reports to / manages / monitors the general manager.
2. We need to contribute / implement / train new training courses and identify / develop / manage needs for the future development of the staff.
3. The suitable applicant must be able to develop / work / implement closely with branch offices and develop / introduce / support a good team spirit.

KEY:

1. The training manager reports to the general manager.
2. We need to implement new training courses and identify needs for the future development of the staff.
3. The suitable applicant must be able to work closely with branch offices and develop a good team spirit.

■ 6. Explain the following words in English and give their Polish equivalents:

ACUMEN	CARRY OUT	SUBMIT
--------	-----------	--------

KEY:

Acumen - skill in making correct decisions and judgments in a particular subject, such as business or politics / dryg, żyłka do czegoś

Carry out - to do or complete something / wykonać

Submit - to give, to hand over / przekazać, dostarczyć

■ 7. What are the three stages of the training cycle?

KEY:

Identifying the needs / delivering the training / evaluating the training

■ 8. Match the methods of training with their descriptions:

Coaching	Formal or informal way of helping a new employee to settle down quickly in the job by introducing them to people, the business, processes etc.
Induction	A group of employees train together under the supervision of a trainer - typically involves explanation, examples, trying out the skill or method, reviewing what happens, and considering developments and alternatives.
Workshops	By talking through a problem or task with a coach/manager, employees can arrive at a.

KEY:

Coaching	By talking through a problem or task with a coach/manager, employees can arrive at a.
Induction	Formal or informal way of helping a new employee to settle down quickly in the job by introducing them to people, the business, processes etc.
Workshops	A group of employees train together under the supervision of a trainer - typically involves explanation, examples, trying out the skill or method, reviewing what happens, and considering developments and alternatives.

■ 7. Explain the following words in English and give their Polish equivalents:

HAMPER	OVERALL	WEIGH UP
---------------	----------------	-----------------

KEY:

hamper – krępować, tamować, utrudniać

overall - in general rather than in particular / ogólne, całkowite, całościowe

weigh up - to think carefully about the advantages or disadvantages of a situation before making a decision / ocenić, rozważyć

■ **8. Finish the sentence below:**

The most popular methods used in the performance appraisal process include the following:

- ✓ _____
- ✓ _____
- ✓ _____
- ✓ _____

KEY:

- ✓ Management by objectives
- ✓ 360-degree appraisal
360-degree appraisal
System ocen pracowniczych 360 stopni
- ✓ Behavioral observation scale
- ✓ Behaviorally anchored rating scales

■ **9. What is assessed in an appraisal form:**

KEY:

Job knowledge / communication / attitude & service / quantity of work / motivation . flexibility / teamwork / judgment / overall rating / reliability / learning ability

- 10. Explain the following words in English and give their Polish equivalents:

WHEREBY	THOROUGH	GET ALONG WITH
---------	----------	----------------

KEY:

whereby - by which way or method / za pomocą którego

thorough – detailed and careful / sumiennie, dokładnie

Get along with – like each other and be friendly to each other / utrzymywać z kimś dobre stosunki

- 11. Complete the definitions below with adequate notions: promotion and transfer.

A _____ is the appointment of a member to another position within the same department or elsewhere in the organization, involving duties and responsibilities of a comparable nature and having a similar pay grade and salary. In certain *circumstances*, the transfer may be at a *lesser* pay grade or salary

A _____ is the *appointment* of a member to another position, within the same department or elsewhere in the organization, involving duties and responsibilities of a more *complex* or *demanding* nature and are recognized by a higher pay grade and salary.

KEY:

A transfer is the appointment of a member to another position within the same department or elsewhere in the organization, involving duties and responsibilities of a comparable nature and having a similar pay grade and salary. In certain circumstances, the transfer may be at a lesser pay grade or salary

A promotion is the appointment of a member to another position, within the same department or elsewhere in the organization, involving duties and responsibilities of a more complex or demanding nature and are recognized by a higher pay grade and salary.

■ **12. Decide which is promotion by merit and which by seniority:**

Promotions based on merit advance workers who are best qualified for the position, rather than those with the greatest seniority. When present employees are applying for a position, a worker's past performance is also considered. Effective performance appraisal helps build trust in the system.

In a straight seniority system—where the only factor in allocating jobs is length of service—a worker would enter the organization at the lowest possible level and advance to higher positions as vacancies occur . All prospective supervisors and managers would work their way up through the ranks. In a seniority system, length of service is the chief criteria for moving up the ladder.

KEY:

Promotion by merit

Promotions based on merit advance workers who are best qualified for the position, rather than those with the greatest seniority. When present employees are applying for a position, a worker's past performance is also considered. Effective performance appraisal helps build trust in the system.

Promotion by seniority

In a straight seniority system—where the only factor in allocating jobs is length of service—a worker would enter the organization at the lowest possible level and advance to higher positions as vacancies occur . All prospective supervisors and managers would work their way up through the ranks. In a seniority system, length of service is the chief criteria for moving up the ladder.

- 12. Explain the following words in English and give their Polish equivalents:

PROPEL	HINDER
---------------	---------------

Propel - to push or move something somewhere, often with a lot of force / dać komus bodzić do czegoś

Hinder - to limit the ability of someone to do something, or to limit the development of something / utrudniać



PART 2.

REVISION FROM LESSONS 6 – 9.

- 1. Name four reasons for redundancy.

KEY:

- ✓ New technology or a new system has made your job unnecessary.
- ✓ The job you were hired for no longer exists.
- ✓ The need to cut costs means staff numbers must be reduced.
- ✓ The business is closing down or moving.

- 2. Name two types of redundancies.

KEY:

- ✓ Collective redundancies.
- ✓ Individual redundancies.

■ 3. Name the phrases that help you to introduce the topic of your presentation:

- ✓ I'd like to start by...
- ✓ Let's begin by...
- ✓ First of all, I'll...
- ✓ Starting with...
- ✓ I'll begin by...

■ And phrases that enable you to give more details of the subject:

- ✓ I'd like to expand on this aspect / problem / point
- ✓ Let me elaborate on that
- ✓ Would you like me to expand on / elaborate on that?

■ 4. Name the reasons why good records can help managers.

KEY:

- ✓ To make decisions based on fact rather than guesswork.
- ✓ To get to know what staff resources are available to meet production / service requirements.
- ✓ To assess more accurately levels of performance and productivity,
- ✓ To know what is happening with absence levels, employee turnover, sickness, accidents, lateness, discipline etc, and take appropriate and timely action.

■ 5. Name statutory records for record keeping.

KEY:

- ✓ tax and national insurance,
- ✓ individual hours worked,

- ✓ holidays,
- ✓ pay,
- ✓ paid sickness
- ✓ accidents, injuries, diseases and dangerous occurrences

■ 6. Explain the following words in English and give their Polish equivalents:

BIAS	ENTITLEMENT	CONSTRAINT
-------------	--------------------	-------------------

KEY:

bias - often supporting or opposing a particular person or thing in an unfair way by allowing personal opinions to influence your judgment / uprzedzenie, stronniczość

entitlement - something that you have right to do or have / prawo do czegoś

constraint - something which controls what you do by keeping you within particular limits / ograniczenie, przymus

■ 7. Match the definitions with their explanations:

Compensation	Programs an employer uses to supplement the cash compensation that employees receive. These health, income protection, savings and retirement programs provide security for employees and their families
Benefits	Performance: The alignment of organizational, team and individual efforts toward the achievement of business goals and organizational success. It includes establishing expectations, skill demonstration, assessment, feedback and continuous improvement.

	Recognition: Acknowledges or gives special attention to employee actions, efforts, behavior or performance.
Performance & Recognition	Pay provided by an employer to an employee for services rendered (i.e. time, effort and skill).
KEY:	
Compensation	Pay provided by an employer to an employee for services rendered (i.e. time, effort and skill).
Benefits	Programs an employer uses to supplement the cash compensation that employees receive. These health, income protection, savings and retirement programs provide security for employees and their families
Performance & Recognition	Performance: The alignment of organizational, team and individual efforts toward the achievement of business goals and organizational success. It includes establishing expectations, skill demonstration, assessment, feedback and continuous improvement. Recognition: Acknowledges or gives special attention to employee actions, efforts, behavior or performance.

■ 8. Give the synonyms of “go up”

KEY:

increase - wzrosnąć

grow - wzrosnąć

rise – wzrosnąć, iść w górę

come up - wzrastać

improve – poprawić się

jump - skoczyć

peak – osiągnąć maksimum

reach a peak – jak wyżej

rocket – skoczyć w górę

■ **9. Give the synonyms of „go down”**

decrease – zmniejszyć się

decline – opadać, zanikać

fall - spadać

drop – spadać, zmniejszać się

come down - spadać

deteriorate – pogarszać się

hit a low – zanotować spadek

plunge – gwałtownie spadać

shrink – kurczyć się

plummet – spada

■ **10. Give examples of personal learning project management**

KEY:

- ✓ Industrial environments
- ✓ University teaching and learning.
- ✓ Pulp and paper education
- ✓ Industrial and corporate internships

■ **11. Name the steps to develop and implement an individual development plan.**

KEY:

- ✓ Assessment. First, identify your current skills, knowledge, abilities, and interests (needs assessment process).

- ✓ **Goals.** Identify the new skills, knowledge, and experiences you would like to acquire and have. Do these goals match your personal and career interests? Are your goals in agreement with your organization's goals, mission and vision?
- ✓ **Learning purpose.** Identify the gap between the current situation and the desired outcome. This will produce a statement of purpose that should clarify why you want to learn something, and what specific skills, knowledge and abilities you wish to develop.
- ✓ **Learning objective(s).** Identify what skills, knowledge, and abilities are to be acquired or enhanced. Remember that this is only a plan, not a rigid promise; your plan can and should be revised as your goals change and as learning occurs.

■ **12. Explain the following words in English and give their Polish equivalents:**

VENDOR	INSIGHT	AQUIRE
---------------	----------------	---------------

KEY:

vendor – someone who is selling something / zbywca

insights - a clear, deep and sometimes sudden understanding of a complicated problem or situation / wgląd

aquire – to get something / nabyć