|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Topic Area | Can You ……… | Red(No) | Amber(Maybe) | Green (Yes) |
| 1.4 Recruiting, training and motivating staff3.4 Motivation theory3.4 Communication3.4 Organisational Structure3.4. Remuneration | * Explain how a small business recruits staff?
* Explain the difference between a job description and a person specification?
* Explain the different methods a business could use of select staff?
* Define shortlisting
* Define induction training?
* Explain the advantages and disadvantages of on the job and off the job training?
* Discuss how businesses are effected by legislation when recruiting staff?
* Define motivation?
* Explain Maslow’s Hierarchy of needs?
* Draw Maslow’s hierarchy of needs?
* Explain how a business can apply Maslow’s hierarchy?
* Define communication, feedback, internal and external communications?
* Draw a diagram to show the communication process?
* Explain the difference between vertical and horizontal channels of communication?
* List barriers to communication?
* Explain the advantages of good communication is in a business?
* Define the following terms; organisation chart, hierarchy, line manager, function, authority, subordinate, chain of command, delayering, empowerment, downsizing?
* Explain he difference between a centralised and decentralised structure?
* Understand a divisional structure?
* Explain the differences between and wide and narrow span of control?
* Explain the problems a business experiences because of its size?
* Define; time rate, piece rate, commission, full time, freelance, temporary workers and fringe benefits?
* Explain the advantages and disadvantages of time rate, piece rate, commission, full time, freelance, temporary workers and fringe benefits?
 |  |  |  |