

AREA OF CONCENTRATION (AOC) ON HUMAN CAPITAL MANAGEMENT (HCM)

Be able to differentiate between each of them with a concrete and eye-catching definition.

What is **Human Capital**?

- Functions of HCM.
- Importance of HCM.
- Objectives of HCM.
- Qualities of HCM.

Define **Compensation**?

- Factors that determine compensation.
- Importance of compensation to employees.

What is **Man Power Planning**?

- Importance.
- Functions.
- Objectives.
- Shortcomings.

Define **Recruitment and Selection**?

- Explain the types of recruitment and outline 5 sources each.
- Explain the advantages and disadvantages of the types of recruitment.
- Outline the steps in selection.
- Explain the types of interview.
- Mention 5 selection criteria.

What is **Trade Union**?

- Outline 5 roles or functions of trade union.

What is **Industrial Relations**?

- Explain who the actors in an industrial relations are.
- Objectives of industrial relations.

Define **Motivation**?

- Outline 5 importance of motivation.
- Mention 5 motivation theories and their founders and write short notes on them.

Write short notes on the following...

- Group interview.
- Stress interview.

- Fringe Benefit.
- Employee Discipline.
- Content Theory.
- Process Theory.
- Job Analysis.
- Job Description.
- Job Specification.
- Job Evaluation.
- Structured Interview.
- Unstructured Interview.

Define **Training and Development?**

- Distinguish between them.
- Enumerate their importance.
- Explain 5 reasons that necessitate training and development.

Define **Employee Discipline?**

- State 5 basic principles of discipline in an organization.
- State 10 acts of indiscipline in an organization.

What is **Industrial Conflict?**

- Explain 5 causes of Industrial Conflict.
- Discuss the methods of conflict resolution in an organization.

MORE:

- What is Job Evaluation?
- Step in Job Evaluation.
- Importance of Job Evaluation.
- Problems of Job Evaluation in an organization.
- Job Interview.
- Types of Job Interview.
- Importance of Job Interview.
- Assessment method during interviews.

USE YOUR TEXTBOOK AS A GREAT SOURCE OF INFORMATION AND STUDY GUIDE ON THIS TOPIC.

TUTORIAL/GROUP READING FOR YABATECH ND 3 STUDENTS. (P/ND/14/362....)

There will be a group reading/revision class/tutorial on this course (**HCM or HRM**) on Saturday starting from 9pm till 4am. If you're interested, CALL **+2348121073763** or Join our WhatsApp group chat to get latest information on our study time and AOC's on all courses. T&C Applied.

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