

Short Response Questions:

Chapter 7: Unit 2.1 Introduction to Human Resource Management

1. What is the primary goal of human resource management (HRM)?
2. Define the term "recruitment."
3. What is the difference between training and development?
4. How does performance appraisal contribute to HRM?
5. What is workforce planning?

Chapter 8: Unit 2.2 Organizational Structure

1. What is an organizational structure?
2. Define the term "span of control."
3. What is the difference between a flat and a tall organizational structure?
4. What is a matrix structure?
5. What role does organizational culture play in shaping structure?

Chapter 9: Unit 2.3 Leadership and Management

1. What is the difference between leadership and management?
2. Define the term "autocratic leadership."
3. What is democratic leadership?
4. How does a laissez-faire leadership style operate?
5. What are the key qualities of a successful leader?

Chapter 10: Unit 2.4 Motivation and Demotivation

1. What is motivation in the context of HRM?
2. Define intrinsic motivation.
3. What is extrinsic motivation?
4. How does Maslow's hierarchy of needs apply to employee motivation?
5. What is the difference between financial and non-financial motivators?

Chapter 11: Unit 2.5 Communication in HRM

1. What is the role of communication in HRM?
2. Define formal communication.
3. What is informal communication?
4. How does effective communication impact employee engagement?
5. What are communication barriers, and how can they be overcome?

Long Response Questions:

Chapter 7: Unit 2.1 Introduction to Human Resource Management

1. Discuss the importance of human resource management in achieving organizational goals.
2. Explain the role of recruitment and selection in HRM.
3. Analyze the impact of training and development on employee performance.
4. Evaluate the significance of performance management in HRM.
5. How does effective HRM contribute to employee retention?

Chapter 8: Unit 2.2 Organizational Structure

1. Discuss the advantages and disadvantages of a flat organizational structure.
2. Explain the concept of span of control and its impact on organizational efficiency.
3. Analyze the benefits and challenges of a matrix organizational structure.
4. Evaluate the impact of organizational structure on employee motivation and performance.
5. How can organizations design their structure to align with strategic objectives?

Chapter 9: Unit 2.3 Leadership and Management

1. Discuss the impact of different leadership styles on organizational culture.
2. Explain the role of emotional intelligence in effective leadership.
3. Analyze the challenges of leading a diverse workforce.
4. Evaluate the importance of adaptability in leadership.
5. How can leaders balance the need for control with the need to empower employees?

Chapter 10: Unit 2.4 Motivation and Demotivation

1. Discuss the impact of financial incentives on employee motivation and performance.
2. Explain how job design can influence employee motivation.
3. Analyze the role of leadership in fostering employee motivation.
4. Evaluate the importance of recognition and rewards in employee motivation.
5. How can organizations address demotivation among employees?

Chapter 11: Unit 2.5 Communication in HRM

1. Discuss the importance of feedback in the communication process.
2. Explain the role of communication in conflict resolution within an organization.
3. Analyze the impact of digital communication tools on HRM.
4. Evaluate the effectiveness of different communication channels in HRM.
5. How can HRM ensure that communication is inclusive and reaches all employees?