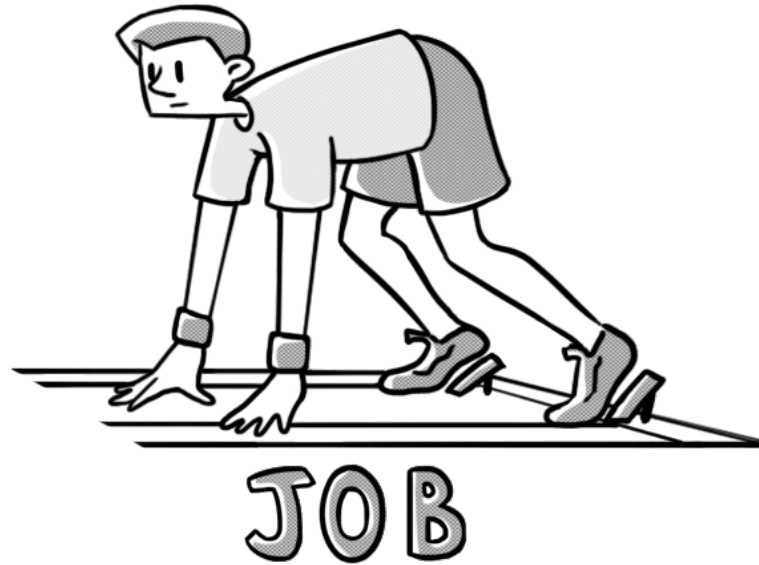


PiXL<sup>o</sup>  
  
Business Studies



### Organisational Structures

- Describe the term centralisation and provide two business examples.
- Describe the term decentralisation and provide two examples of where this has occurred.
- Explain whether the span of control grows or shrinks as the organisational structure becomes taller.
- Describe three reasons why a larger business may have a taller structure.

### Organisational Structures (cont)

- Explain three reasons why a business has an organisational structure.
- Describe the likely job characteristics of each level of the hierarchy.
- Explain the likely chain of command for a flat organisational structure.
- Analyse whether the opportunities for promotion are greater in a tall or wide structure.

### Recruitment and Selection of Employees

- Describe the characteristics a business would look for when developing a person specification.
- Explain the term 'job analysis'.
- Explain why a person specification is sometimes broken down into essential and desirable.
- Describe what a psychometric test is and how a business might use it when selecting employees.

### Recruitment and Selection of Employees (cont)

- Explain two benefits of having an effective recruitment and selection process.
- What are the benefits of a business having part time employees?
- Why would a business be interested in having two people "job share" a position?
- Explain whether staff retention will be high or low with an effective recruitment and selection process.

### Motivating Employees (cont)

- Explain two non-financial methods of increasing motivation for an employee.
- Describe two effects demotivated employees may have in an organisation.
- What are the effects of each member of a businesses staff having training?
- Explain the likely effects of providing too many fringe benefits to an employee.

## Unit 4: Human Resources



### Training

- Describe what could happen to a business that doesn't offer training to its employees.
- Explain three examples of on-the-job training and off-the-job training.
- Describe three benefits of induction training to both the business and the employee.
- Explain why workers who receive training are more likely to stay with a business.

### Motivating Employees

- Explain why productivity might be increased when employees are motivated.
- Discuss the reasons why absenteeism is likely to be lower if staff are motivated.
- Explain how the management style at work can affect the motivation of staff.
- Explain whether getting paid a higher salary or wage always increases motivation.

### Training (cont)

- Analyse whether training always increases the quality of the product or service the business offers.
- Explain the contents of a typical induction day for a large business.
- Analyse the disadvantages of having on-the-job training for a specific organisation.
- Explain the main drawback to a business sending employees on off-the-job training.