



BUSINESS MANAGEMENT

LAP 15.2—Chapter 15.2 Working With Employees Rewarding Performance

Name _____

Period _____

Date Started _____

Date Completed _____

DoDEA Standards

- ♦PT3c Incorporate appropriate leadership and supervision techniques, customer-service strategies, and standards of personal ethics to communicate effectively.
- ♦PT4b Evaluate information critically and completely.
- ♦PT5f Develop the ability to market the assets each individual has.
- ♦PT6a Demonstrate interpersonal, teamwork, and leadership skills necessary to function in diverse and multicultural settings.

Objectives

- ♦ Understand the methods that organizations use to select employees.
- ♦ Explain the difference between a transfer, promotion, and separation.
- ♦ Identify different methods of training employees.
- ♦ Understand the methods that organizations use to measure performance.
- ♦ Explain the process of Management By Objective.
- ♦ Understand the importance of rewarding employees

Resource Text: Business Management
 Student Workbook and materials for above
 Chapter 15, Working with Employees (15.2—Rewarding Performance)

Time Frame 5 hours

Introduction

In Chapter 15, Part 15.2, you will learn four different methods of evaluating employee performance, why it is important to provide feedback to employees, and how to connect a reward system to performance evaluation.

Assignments

Where appropriate and possible, written answers must be in complete sentences and keyed. Turn in completed activities as directed by instructor.

_____ Text: Read Section 15.2, pages 356-361, Rewarding Performance.

_____ Text: Section 15.2 Assessment, p. 361. Key answers to critical thinking questions and the case analysis.

_____ Workbook: Complete Chapter 15 Review, pages 219-220 and 226-227.

- _____ Internet Extension (The HR Stream) pages 49-50: Reminder: All DoDEA and School Internet Contract Rules apply to all assignments done on the Internet. Complete all questions.

- _____ Text: Chapter 15 Assessment, p. 363, Applying Management Principles. Prepare a short memo as directed in the writing section.

- _____ Internet Text Activity: BusinessWeek Online, page 363. For this assignment, you will need to go to the Media Center and find 5 job listings. Prepare a list of the top ten traits as directed and key them to turn in to instructor.

- _____ Workbook: Complete Chapter 15 Spread Sheet Application, pages 231-233. Follow directions carefully and fill in your interpretation of your results and conclusions.

- _____ Workbook: Chapter 15 Self-Assessment: Using the text, complete self-assessment, pages 228-230

- _____ **See the instructor for the Chapter 15 Test.**

Self Assessment - "I/ I can . . . "

- _____ Understand the methods that organizations use to select employees.
- _____ Explain the difference between a transfer, promotion, and separation.
- _____ Identify different methods of training employees.
- _____ Understand the methods that organizations use to measure performance.
- _____ Explain the process of Management By Objective.
- _____ Understand the importance of rewarding employees