



AOC ON HCM
HUMAN CAPITAL
MANAGEMENT

COMPILED BY CHARLES IZUOBA

POWERED BY **HS TUTORIAL**

WWW.HSTUTORIAL.COM

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 interviews.
- 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.

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

Would you like to know more about me and how I can help you grow your business? Click on any of the links below;

[My digital marketing courses](#)

[Learn more about the services I offer](#)

[Join my Facebook Group for free marketing strategies](#)