

Human Resources 1



Warm up

- What are the main responsibilities of an HR professional?
- What skills are important for HR workers?
- What are some common challenges faced by HR professionals?



1. Match the vocabulary from the text to their definitions.

1. Recruitment *e*
 2. Employee relations *d*
 3. Policy development *a*
 4. Compensation *b*
 5. Benefits administration *g*
 6. Employee engagement initiatives *f*
 7. Legal compliance *c*
- a. Creating rules and guidelines for employee behaviour.
 - b. Payments and rewards for work.
 - c. Ensuring adherence to laws and regulations.
 - d. This includes addressing concerns, resolving conflicts, and maintaining a positive work environment.
 - e. Finding and selecting qualified individuals for job positions.
 - f. Initiatives to increase employee satisfaction and commitment to their work.
 - g. This may include health insurance, retirement plans, and vacation policies.



2. Read the text and answer the following questions.

The Vital Role of HR in Today's Business Environment

Human Resources (HR) professionals play a crucial role in organizations of all sizes. HR manages various aspects related to an organization's most valuable asset: its people. From recruitment and employee development to fostering a positive work culture, and ensuring the organization thrives and succeeds.

HR's primary responsibility is recruitment. They actively search for talented individuals who possess the skills and qualifications necessary to contribute to the organization's growth. Through job postings, interviews, and assessments, HR professionals carefully select candidates who align with the organization's values and goals. Once hired, HR supports them through various processes, including onboarding, orientation and maintaining employee relations.

In addition to these core functions, HR professionals are responsible for policy development, compensation, benefits administration, employee engagement initiatives, and legal compliance. They ensure that the organization adheres to labour laws and regulations, facilitates professional development, and maintains employee records.

Despite its significance, HR comes with its own challenges. HR professionals often face balancing multiple priorities, managing employee expectations, and staying up to date with ever-changing labour laws and regulations. They must also navigate complex interpersonal dynamics and handle sensitive issues with discretion and fairness.

The role of HR is of paramount importance to organizations as it directly contributes to their success. By recruiting and retaining top talent, fostering a positive work environment, and ensuring compliance with legal requirements, HR professionals drive the organization forward.

1. Do you agree with the text? Do you have any other points to add?
2. In your opinion, which aspect of HR's responsibilities is the most critical? Why?
3. Discuss the importance of maintaining a positive work culture. How can HR professionals contribute to this?
4. Discuss the potential consequences for organizations that do not prioritize HR functions.
5. Reflect on your own experiences or observations of HR professionals. How have they changed the workplace?



3. Discuss the following in small groups.

1. **Recruitment:**
 - What strategies can HR professionals use to attract top talent?
 - How critical is cultural fit when selecting candidates for a job position?
2. **Employee relations:**
 - How can HR professionals effectively address employee concerns and conflicts at work?
 - What measures can HR take to promote a positive work environment?
3. **Policy development:**
 - Why is it important for organizations to have clear and well-defined policies?
 - How can HR professionals ensure policies are effectively communicated and implemented?
4. **Compensation:**
 - What factors should be considered when determining employee compensation and rewards?
 - How can organizations ensure fairness and transparency in their compensation practices?
5. **Benefits administration:**
 - What are some common employee benefits that organizations offer?
 - How can HR professionals effectively communicate and manage employee benefits programs?
6. **Employee engagement initiatives:**
 - What are some examples of employee engagement initiatives HR professionals can implement?
 - How can employee engagement initiatives contribute to overall organizational success?
7. **Legal compliance:**
 - How do HR professionals stay informed about changes in labor laws and regulations?
 - What are the consequences for organizations that fail to comply with legal requirements?



