

ESSENTIAL HUMAN RESOURCE MANAGEMENT SKILLS

CLASS INTRODUCTION

In turn introduce yourself using the following information:

- ✓ Name
- ✓ Age
- ✓ Job
- ✓ Address
- ✓ Hobby

Class Rules

1. Use English only
2. Practice speaking on a topic under the guidance of the teacher
3. Don't do personal things in the class



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Technical support



Use headphones



No speaker

1. **Vocabulary game:** In one minute, make as many sentences using the word “**Motivate**” as possible. Who makes the most correct sentences will be the winner. Your sentences must be different from others’.



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2. Is working with other people difficult? Why or why not?

3. Discuss with your partner some problems a human resource coordinator may cope with and some solutions to these problems.



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4. Role-play

A: You're responsible for training a new staff. Introduce the company, the job descriptions and the allowance policies to this staff.

B: You're the new staff. Talk with him/her.



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Wrap-up

Topic: **Essential Human Resource Management Skills**

- Have discussions about:
 - Working with other people
 - Some problems a human resource coordinator may cope with
 - Training a new staff
- **Please don't forget to rate our lesson today**
- Finish your homework [here \(It doesn't apply to all students\)](#)