

# 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



Vietnam: 1800 6885  
Thailand: 021 054 346  
Indo: +622 129 223 068  
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’.



Vietnam: 1800 6885  
Thailand: 021 054 346  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker

**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.**



Vietnam: 1800 6885  
Thailand: 021 054 346  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker

## 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.



Vietnam: 1800 6885  
Thailand: 021 054 346  
Indo: +622 129 223 068  
Technical support



Use headphones



No speaker

# 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)