Activity-based Resources for BAFS Topic 1: Analysing Training & Development Activities

Business Management Module

Human Resources Management

**Activity-based Resources for Business. Accounting and Financial Studies**

Business Management Module -- Human Resources Management

***Topic 1: Analysing Training and Development Activities***

**Student Worksheet 1**

**Group members:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity 1(A): Selection of company to study**

Based on your group’s interest, ease of collecting data/information, industry nature, personal network, etc. select one company to study their training and development activities/programmes and complete the table below.

|  |
| --- |
| *Name of company:*  *Industry:*  *Reason for choosing this company to study: :* |

**Activity 1(B): Decide the area(s) to study and state the required data/information**

Decide the scope of study on training and development activities of your selected company. Write down your group’s specific study area(s) and the data/information to be collected.

|  |
| --- |
| *Topic/Area:*  *Required data and information:* |

**Activity 2 (A): Data/information collection**

Propose one or a combination of data/information collection methods for your group’s study and state the reasons for your choice(s). Suggested methods include:

#### Search company website by looking up the sections of “Career”, “Our people”, “Job opportunities”, etc.

* Collection of news/articles in the newspapers: e.g. Hong Kong Economic Times (Management and Executive), Hong Kong Economic Journal, etc.
* Interview: contact the Public Relations Department of the selected company to arrange a short interview with HR staff, asking questions related to training and development of the company, e.g., training policy, purposes of training and development, frequency, participants/trainees, types of training and development activities, etc.

|  |  |  |
| --- | --- | --- |
| ***Proposed data collection methods*** | ***Justification*** | ***Data/information collected (e.g. purpose/policy/types/ frequency of training, targets/ employees’ feedback/ company goals accomplishment)*** |
|  |  |  |

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**Student Worksheet 2**

**Activity 2(B): Report writing and oral presentation**

1. Discuss the major findings, including a *summary of training and development activities provided, types of programmes, employees’ response, contribution to company performance*, etc.

|  |
| --- |
|  |

1. Outline the oral presentation with brief description on what to be covered in each part.

|  |
| --- |
|  |

1. Draft the report by listing the key points to be presented using the structure below.

|  |  |
| --- | --- |
| Introduction: |  |
| ***Major findings:*** |  |
| ***Limitations of study:*** |  |
| ***Other supplementary information or remarks*** |  |
| ***Summary:*** |  |

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**Student Worksheet 3**

**Activity 3: Extended activity**

1. Choose a company of similar scale as that in Activity 1-2 but from a totally different industry for this extended activity. Fill in the table below with the details of the selected company.

|  |
| --- |
| *Name of company:*  *Industry:*  *Reason for choosing this company?*  *How would you expect the training and development activities are different? Why?* |

1. Adopt same data collection method as in ***Activity 2(A)*** to collect data for the company selected for this extended activity.

|  |
| --- |
| *Data /information to be collected:* |

1. Compare the new findings with those reported in Student Worksheet 2 and identify their similarities, differences and good practices.

|  |  |  |
| --- | --- | --- |
| ***Suggested areas for data collection*** | ***Similarities/Differences*** | ***Good Practices or Observations/Findings*** |
| 1. *Policy on training and development* |  |  |
| 1. *Purposes of training and development* |  |  |
| 1. *Types of training and development activities* |  |  |
| 1. *Frequency of training and development activities* |  |  |
| 1. *Levels of employees involvement* |  |  |
| 1. *Feedback from employees* |  |  |
| 1. *To match company and meet company goals/objectives* |  |  |
| 1. *Other relevant areas* |  |  |