

Name:	ID:				
Date:	OS: BUS				Mark: ----- /
Assessor: (Teacher – Self – Peers – Electronic)	Activity Classification: (Individual – Pairs – Group – Team)				

BUS03013- Positive Workplace Relationships

Ex1: Choose the correct answer to complete these statements:

- Employee Relationship Management is a process used by:
- The main purpose of Employee Relationship Management is to
- The goal of Employee Relationship Management is to:
- The ----- Department plays critical role in Employee Relationship Management.



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Ex2: Specify whether these statements are True or False.

1. Building a positive workplace relationship means you need to be perfect in every situation.	
2. To build a positive workplace relationship you must make an effort to get to know the people and learn about their skills and abilities.	
3. Every organization in the world pays close attention to managing relationships in the workplace and try their best to sustain positive relationships between their employees and management.	
4. HR department only role in monitoring relationships to determine if objectives are met.	

Ex3: What is the role of HR department in employee relationship management?

Evaluation: (Descriptive)					Reinforcement	Support
<input type="checkbox"/> You have achieved ALL the requirements	<input type="checkbox"/> Great work	<input type="checkbox"/> Refer to Handouts				
<input type="checkbox"/> You have achieved MOST of the requirements	<input type="checkbox"/> Keep going	<input type="checkbox"/> Practice more				
<input type="checkbox"/> You have achieved SOME of the requirements	<input type="checkbox"/> Nice Try	<input type="checkbox"/> Correct your mistakes				
<input type="checkbox"/> You have achieved NONE of the requirements	<input type="checkbox"/> Efforts appreciated	<input type="checkbox"/> Ask for help				
5 Grams	4 Grams	3 Grams	2 Grams	1 Grams	<input type="checkbox"/> Try again	<input type="checkbox"/> Follow up with the teacher

Teacher's comments: