

| Activity Type |   |    |   |   |
|---------------|---|----|---|---|
| Ex            | A | En | S | R |

|                                                 |                                                              |               |
|-------------------------------------------------|--------------------------------------------------------------|---------------|
| 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.



Read More

**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?**

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| 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:                                                 |         |         |         |         |                                              |                                                     |