









Higher Business Management

Management of People & Finance Unit Checklist

Name _____ Class _____

| | RED  | AMBER  | GREEN  |
|---|--|--|--|
| HUMAN RESOURCES | | | |
| Recruitment & Selection | | | |
| Workforce Planning | | | |
| Internal Recruitment & Selection | | | |
| External Recruitment & Selection | | | |
| Testing | | | |
| Training & Development | | | |
| Virtual Learning Facilities | | | |
| Staff Development | | | |
| Training Schemes | | | |
| Work Based Qualification | | | |
| Motivation & Leadership | | | |
| Motivational Theories | | | |
| Leadership Styles | | | |
| Employee Relations | | | |
| Institutions Involved | | | |
| Appraisal | | | |
| Processes | | | |
| Impact of Organisational Policies | | | |
| Impact of Contemporary Working Practises | | | |
| Impact of Constructive Employee Relations | | | |
| Negative Employee Relations - Industrial Action | | | |
| Legislation | | | |
| Impact of Current Employment Legislation | | | |
| Technology | | | |
| Electronic Training Resources | | | |
| Electronic Testing | | | |
| Electronic Application Forms | | | |

| | RED | AMBER | GREEN |
|--|---|---|---|
| FINANCE |  |  |  |
| Sources of Finance | | | |
| Sources of Finance - Large Organisations | | | |
| Cash Budgeting | | | |
| Analysis of Cash Budgets | | | |
| Cash Flow Issues | | | |
| Cash Flow Solutions | | | |
| Financial Statements | | | |
| Interpretation of Trading, Profit & Loss Account | | | |
| Interpretation of Balance Sheet | | | |
| Ratio Analysis | | | |
| Purpose of Ratio Analysis | | | |
| Profitability Ratios | | | |
| Efficiency Ratios | | | |
| Liquidity Ratios | | | |
| Technology | | | |
| Spreadsheets | | | |

My Revision Priorities for Management of People & Finance Unit...