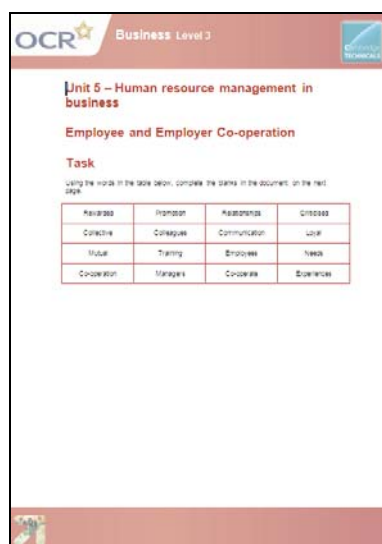


Unit 5 – Human resource management in business

Employee and Employer Co-operation

Instructions and answers for Teachers

These instructions should accompany the OCR resource 'Employee and Employer Co-operation' which supports the OCR Level 3 Cambridge Technicals in Business Unit 5 – Human resource management in business.



Associated Files:

Employee and Employer Co-operation

Expected Duration:

Task – approx. 15 minutes



This activity offers an opportunity for English skills development.

LESSON *Elements*

The building blocks you need to construct informative and engaging lessons

To give us feedback on, or ideas about, the OCR resources you have used email resourcesfeedback@ocr.org.uk

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Task

This introductory task will enable learners to gain knowledge and understanding of employee and employer co-operation.

The learner should use the words in the table below to complete the blanks in the document on the next page.

| | | | |
|--------------|------------|---------------|-------------|
| Rewarded | Promotion | Relationships | Criticised |
| Collective | Colleagues | Communication | Loyal |
| Mutual | Training | Employees | Needs |
| Co-operation | Managers | Co-operate | Experiences |



Employers and employees need to co-operate with one another for several reasons. Firstly the atmosphere in the work place is likely to be much better if people have mutual respect for each other and consider each other's needs.

Secondly, the potential for the performance of the business is increased dramatically if people work together – and that includes management and staff as well as employees at the same level.

A business has different people in different jobs all with various experiences of the business world and all have different needs. If these needs are looked after in terms of training, consultation and good communication then it is less likely that relationships will break down.

In the business world there are several key benefits to maintaining employer and employee co-operation.

Improved employee commitment to the business - Managers who fail to take account of employee's concerns cannot expect the employee to be prepared to work hard for them or to stay late when required. Equally, employees who refuse to do anything extra can expect little co-operation from the management if they want time off or any special favour.

The survival of the business - employees who are very discontented or take collective action against their employer may not just injure the reputation of the company, they could make the business fail meaning it has to close. This is in extreme cases.

Improved efficiency - Co-operation may imply identifying training needs and assisting employees to develop. It does not encourage anyone to work harder if they are continually criticised or belittled especially in front of people. Managers should be loyal to staff – and should be able to expect loyalty from their colleagues. Hard work and effort should be rewarded. If both the employer and employee work together then the employee will gain more job satisfaction as they become more efficient at the job. This has mutual benefits as the employee could then gain a promotion to a higher level position within the company with a better salary and more challenges.

