jklzxcvb<u>nmqwertyuiopasdfghiklz</u>xcvb nmqwer tyuiopasdfghjklzxcybnm PREPARATION FOR WORKING LIFE tyuiopas dfghjklzxcvbnmqwertyt dfghjklzkcvbnmqwertyuiopasdfghjklzx Employment Opportunities cvbnmqwertyuiopasdfghjklzxcvbnmqwertyuio

Structure of Business Organisations



Key Personnel

Job Description

Chief Executive

Responsible for staff welfare

Company Secretary

Controls manufacturing

HR Manager

Overall control of the business

Production Manager

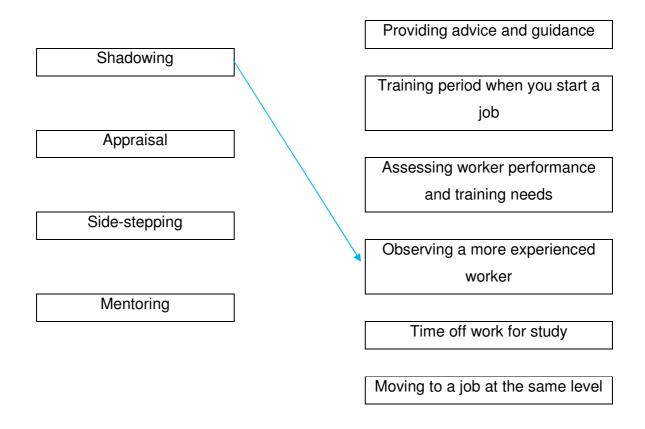
Controls company administration

Job Training Opportunities

Look at the list of costs and benefits to a company of providing training.

Underline the ones you feel will be of benefit to the company.

- Improves the company image
- Costs a lot of money
- Better quality products
- Skilled workforce
- Improved motivation of workers
- Higher production rates
- Lost production



Trade Unions

Use the internet to find out which workers are represented by the trade union logos below?



The NUT represents



Unite represents



The GMB represents



Unison represents