

**LESSON PLAN**  
**SUBJECT : BUSINESS STUDIES**

**TOPIC- CH-6 & 7 (Staffing & Directing)**

**BRIEF DESCRIPTION-**

**STAFFING** : Concept of staffing , concept Human Resource Management, need and importance of staffing , the steps in the staffing process, meaning of recruitment and selection , important sources of recruitment , steps in the selection process , need of training and development , various on the job and off the job methods of training.

**DIRECTING:**

concept of directing and its importance in business organisations , meaning of supervision , motivation and its importance in business management ,Maslow's theory of hierarchy of needs and its application to motivation of employees in an organization, financial and non-financial incentives through which managers motivate their employees ,leadership and its importance in management , formal and informal communications in the organisations; various barriers to effective communications and measures to overcome these barriers in the organisations

**KPI DEFINITION :To give students a clear understanding of theory to classify, use and evaluate the content to write the topics in concise and meaningful way.**

**OBJECTIVES:**

**I- Specific Objectives-**

**SP 1. To understand the concept of staffing and Directing that how effective system of staffing and directing provides direction for action and right people for the job in organisation.(U)**

**SP 2 How staffing & Directing makes the people work in right direction under the supervision and leadership .(U)**

**SP 2. To give more Practice in the form of different case studies and source based questions. (APP)**

**SP 3. Prepare notes to improve writing skills i.e To the point answers, using more example,flow chart,pictures etc. (SY)**

**II -Behavioural Objectives**

**To enable the students to-**

B 1. Training and development helps to live an organized existence and enable to understand the use of directing and motivation in their personal life for their personal life. (U)

B 2 By implementing systematic training and motivational techniques they can improve their performance. (APP)

B 3 Developing additional benefits and skills for their successful career and aids in the pursuit of further or higher education.. (SY)

B 4 Allow the students to use self motivational techniques for their exams by talking to their parents ,teachers and friends . (APP)

**PROCESS /ACTIVITIES**

**ACT 1 . Individual Activity**

The workers always try to show their inability when any new work is given to them. They are always unwilling to take up any kind of work. Due to sudden rise in demand a firm wants to meet excess orders. As the supervisor find the way to cope up with the situation. Suggest ways for the supervisor to handle the problem **(K 1) & (APP 1)**

## ACT 2 Individual Activity

Workers of a factory often come to the Production Manager with the grievances. The production manager finds himself overburdened with so many tasks. Advise a way to relieve the production manager. (APP)

**ACT 3** . Identify barriers of communication (i) Between you and your teacher (ii) Between you and your friend (iii) Between you and your brother/sister Suggest measures to overcome these barriers. Are they similar to what managers would do

## ACT 4 Group Activity

Conduct a survey on your classmates and ask them about their motives regarding the following:

(i) Joining school (ii) Choosing course of study (iii) Buying a brand of pen (iv) Going to a movie (v) Viewing a TV channel/Programme List out the motives common to most students for each of the above.

**Learning objective: Practical learning of planning to understand the importance of learning Directing and Staffing for everyone and everywhere if some goals and targets are to be achieved. Achievement of Goals effectively & efficiently. (U) (APP 2)**

## ASSESSMENT:

A 1 Discussion in class about their observation on the activities based on motivation. (EV 1)

Parameter to Assess 1) Understanding Concept (2) Use of proper procedure of Staffing and Selection (3) Case studies on motivation and communication (4) Source based questions of Leadership styles and communication.

Question paper will be designed on the basis of Bloom taxonomy.

## DIGITAL CONTENT TO BE USED: PPT and PDF

## EXPECTED LEARNING OUTCOME

- 1) staffing , concept Human Resource Management, need and importance of staffing ,
- 2) the steps in the staffing process, meaning of recruitment and selection , important sources of recruitment
- 3) steps in the selection process , need of training and development , various on the job and off the job methods of training.

**Students will be able to**

	<b>Placement of Objectives, Instructional Activities and Assessment</b>					
	<b>Topic: Nature &amp; Significance of Management</b>					
	<b>KNOWLEDGE</b>	<b>UNDERSTANDING</b>	<b>APPLICATION</b>	<b>ANALYSIS</b>	<b>SYNTHESIS</b>	<b>EVALUATION</b>
<b>Objectives</b>		2	3		2	
<b>Activities</b>	1		2			
<b>Assessment</b>	5	1		3		1

**REVIEW OF THE LESSON PLAN**  
**(TO BE DONE WHEN THE LESSON GETS OVER)**

**Problems faced –**

**Success-**

**Failure-**

**Real Learning Outcomes**

**ELO-**

**Students' response/ participation**

**Teacher's Learning**

**TO INCORPORATE IN TERM 2-**