

Free case study about human resource management

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How to Inventory Office Supplies

It is evident that the development of technology has influenced a number of issues among new workers. It is evident that most of the new employees within organizations do not know how to use gears because they lack skills. Cindy, my organization's deputy president, has requested me to train two of my fellow employees on office supplies inventory maintenance at the workplace. I will ensure that they comprehend its importance. This is a major way that the trainees will learn workplace skills and capabilities. I will ensure that the two trainees learn the basic skills of computer technology. This will involve recording and writing notes on every important skill and capability of the computer I teach them.

According to Cindy, Maria is a valuable employee who does her work well, but is not good in English. In order for her to acquire English skills, I will ensure that she brings work in progress by learning the English skills every day before and after work. I will ensure that Maria has supplies on hand because it is the best way she can learn English. I will motivate her to read newspapers after work and spend much of her time practicing English skills. As a supervisor, I will apply inventory management in order to ensure that employees access what they need such as books, pens, magazines, as well as laptops. The only thing that will benefit the new trainees is hard work and competence. This is the best approach that the trainees would acquire skills on what they do not understand.