**Center University of Abd Lhafid Boussouf Mila**

***Department of Economic Sciences and Commercial and Science of Management***

**Level: Third year Business Administration**

**Text 05 : *Human capital management***

 Human capital is a measure of the [economic value](http://www.investopedia.com/terms/e/economic-value.asp) of an employee's skill set. This It recognizes that not all labor is equal and that the quality of employees can be improved by [investing](http://www.investopedia.com/terms/i/investing.asp) in them; the education, experience and abilities of employees have economic value for employers and for the economy as a whole. **(§ 1)**

 Human Capital Management is essential for managing, training and retaining talented and high performing employees. It plays an important role in the recruitment process. It ensures that human resource professionals hire individuals who really deserve to be in the organization. **(§ 2)**

 Human Capital management plays an important role in orienting a new employee to the system. Boring and meaningless induction programs lead to confusions and an employee eventually loses interest in the organization. For example it makes employees feel comfortable by helping themselves to work in group. Such small initiatives go a long way in breaking ice among team members. **(§ 3)**

 Human Capital management plays an important role in increasing the efficiency of employees. Individuals are in a position to contribute more towards the system, eventually increasing the overall productivity of the organization. **(§ 4)**

**Questions**

***1- Answer the following questions:***

 a- What is human capital?

……………………………………………………………………………………………………

 B- Mention the important role of human capital management ……………………………………………………………………………………………………

 c- Why does Human capital management plays an important role for employees Why?

……………………………………………………………………………………………………

***2- Find the synonyms of the following words from the text:***

 Employment = …………………. (**§**2)

 Disabilities = ……………………. (**§**1)

- Important=………………. (**§**2)

 Guiding = ……………………. (**§**3)

***3- Find the opposites of the following words from the text:***

* Big ≠ ………………. (**§**3)
* Meaningful ≠ …………………. (**§**3)
* Decreasing ≠ ……………………. (**§**4)
* Wins ≠ ……………………. (**§**3)

***4- Say if the following statements are true or false:***

 a- Human Capital Management isn’t important for managing, training and retaining talented and low performing employees. ………………

b- Human Capital Management helps employees to work individually. ……………….

c- Meaningless programs may lead employees to be confused to do a particular role. ………........

* **Translate the text into Arabic** ترجم النص إلى اللغة العربية

**للحفظ :**

1. **Definition of human capital : 1. تعريف رأس المال البشري:**

Human capital is a measure of the [economic value](http://www.investopedia.com/terms/e/economic-value.asp) of an employee's skill set.

**رأس المال البشري هو مقياس للقيمة الاقتصادية لمجموعة مهارات الموظف.**

1. **Why human capital management is important: 2. أهمية إدارة رأس المال البشري:**
* Training talented and high performing employees. **• تدريب الموظفين الموهوبين وذوي الأداء العالي.**
* Recruitment process**• عملية التوظيف**
* Orienting a new employee to the system**• توجيه موظف جديد للنظام**
* It makes employees feel comfortable. **• يجعل الموظفين يشعرون بالراحة.**
* Increasing the efficiency of employees**• زيادة كفاءة العاملين**

**Answers :**

***1- Answer the following questions:***

a- Human capital is a measure of the [economic value](http://www.investopedia.com/terms/e/economic-value.asp) of an employee's skill set.

b- important role of human capital management : It plays an important role in the recruitment process. It ensures that human resource professionals hire individuals who really deserve to be in the organization.

c- capital management plays an important role for employees **because** it makes employees feel comfortable by helping themselves to work in group. Such small initiatives go a long way in breaking ice among team members.

***2- Find the synonyms of the following words from the text:***

 Employment = recruitment (**§**2)

 Disabilities = abilities (**§**1)

 Important=essential (**§**2)

 Guiding = orienting (**§**3)

***3- Find the opposites of the following words from the text:***

* Big ≠ small (**§**3)
* Meaningful ≠ meaningless (**§**3)
* Decreasing ≠ increasing (**§**4)
* Wins ≠ looses(**§**3)

***4- Say if the following statements are true or false:***

* a- Human Capital Management isn’t important for managing, training and retaining talented and low performing employees. **False**
* b- Human Capital Management helps employees to work individually. **False**
* c- Meaningless programs may lead employees to be confused to do a particular role. **true**