Strategy for Reading & Studying Human Resource Management

THE THIBAULT STRATEGY
(TEXTBOOK OR E-BOOK)

Studying for human resource management* can be difficult at times because as a student, you aren’t always aware of what information you will need to know and when to take notes or not. This strategy is useful for anyone studying for a human resources quiz or exam.

There are 4 steps that need to be followed in order to optimize your success. The first step is scan. During this step, you will scan over the whole chapter and look at key words, charts and graphs, and anything that is bolded within the text. This gives you an idea of what you’ll be learning about before you start to read.

The second step is read. During the reading step of the process, you will be reading one section at a time (Example: 8.1, 8.2, 8.3, etc). Note that if there are not labeled sections, take a break every 3-4 pages before starting the next step. After reading a section, you will then start the third step, which is taking notes. During this step, you will take notes by writing down what you believe are the 3 most important vocabulary terms from the section you read, as well as one concept that you learned in that section.

Once you have completed these three steps for each section of the chapter, you will move onto the fourth step which is review. In this step, you will review all the notes on vocabulary terms as well as concepts that you found in each of the sections. This step is important because you are more likely to forget the information you took notes on if you don’t review. When it is time to study for the test or quiz, you will have all the information you need in order to do your very best.

Recap
1. Scan
2. Read
3. Notes
4. Review
