

Internet research

Search for the keyword *mentoring* to find out how a mentor can help employees with their personal development.

Collocations

5 In each set of five below, match a verb 1–10 with a noun a–j to make collocations for describing skills and qualities.

- | | |
|------------|-------------------------------|
| 1 take | a) a commitment to |
| 2 make | b) initiative |
| 3 be | c) good working relationships |
| 4 work | d) a good listener |
| 5 build | e) to strict deadlines |
| 6 work | f) a busy workload |
| 7 make | g) ownership |
| 8 manage | h) closely with |
| 9 possess | i) a valuable contribution to |
| 10 take on | j) strong negotiating skills |

6 Use eight of the collocations from Exercise 5 to complete the sentences below. Change the verb form if necessary.

- I enjoy taking initiative, and I keep my promises; when I _____ to a project, I always deliver.
- I have a lot of experience in _____ both product development and sales teams, and can adapt to their different working styles.
- I have excellent organizational skills, and I hate being late – so I have no problem with _____.
- I liaise with government officials: fortunately, I _____.
- I'm used to _____; I'm good at multitasking, and coping with pressure is no problem.
- I often _____ of projects with multi-million dollar budgets.
- I believe I can _____ any work group.
- I _____, so I build good working relationships with colleagues.

7 Which two answers in Exercise 6 could you give to each of these questions?

- Are you able to take responsibility? ☐ ☐
- Are you a good communicator? ☐ ☐
- Are you a good time manager? ☐ ☐
- Are you a good team worker? ☐ ☐

Listening for gist

8 1:45 Listen to an extract from a human resources review meeting. Mark these employees as high-fliers (+) or as concerns (-).

Rachel Ratcliff Paul Stevens Michael Diegel Shane Garney

Taking notes

9 1:45 Listen again. Take notes on the problem, causes and possible solutions for Rachel, Michael and Shane.

	Rachel	Michael	Shane
problem			
causes			
possible solutions			

Glossary PAGE 155

controversial
flag (verb)
headhunter
liaise with
multitasking
on the spot
unconventional
wannabe

Discussion

10 In small groups, decide what you would do about Rachel, Michael and Shane.