

# 1<sup>ST</sup> MEETING NOTES

## UNIT 1. MANAGEMENT

### PART A. BRAINSTORMING

#### Key words/Phrases

- Leadership
- Decision making
- Organizing
- Controlling
- Skills (communication, managerial skills, negotiation skills )
- Planning
- Discipline
- Directing
- Feedback
- Dealing with people
- Cooperation
- Working in teams/team building
- Dedication
- Solving problems
- Motivation
- Achieving goals
- Hiring people/firing people
- Work priorities
- Allocating resources
- Process implementation
- Diplomacy
- Acting in a professional way
- Organizational chart
- Efficiency
- Entrepreneur
- Local boss
- Resources
- Empowering people
- Coaching
- Setting objectives
- Providing feedback
- Representing a company
- Inspiration (inspiring the employees)
- Staff

## B. MANAGEMENT COLLOCATIONS

### PART A.

1.2.1 Match the words in the following columns to form suitable collocations.

A	Collective	1	Procedures
B	Employment	2	Group
C	Pressure	3	Factor
D	Trade	4	Bargaining (agreement)
E	Unfair	5	Tribunal
F	Wildcat (sudden)	6	Benefits
G	Staff	7	Dismissal
H	Disciplinary	8	Union
I	Job	9	Turnover
J	Working	10	Conditions
K	Motivating	11	Specification
L	Fringe (non-financial, additional, extra)	12	Strike

\* sales turnover – profit from sales

staff turnover – the regular basis on which people leave a company (a new job, a dismissal, retirement) and new people are brought in a company;

collective benefits

collective strike

employment benefits/employment procedures

pressure factor

trade union – union man/ trade unionist

unfair dismissal – being fired without being given any reason

to dismiss = to fire = to make (people) redundant

dismissal = redundancy

a wildcat strike= a sudden, unofficial strike

disciplinary procedures= warning, pay cut, dismissal, personal plan....

job benefits (both financial and non financial benefits)

fringe benefits (additional, extra, non-financial benefits: company car, a phone, a laptop...

1.2.2 Now match the collocations you found with their corresponding definitions.

1. FRINGE BENEFITS	Benefits given to employees in addition to their pay. These include company car, discounts, travel allowances and lower interest rates on mortgages.
2.WORKING CONDITIONS	The physical environment that you work in: the lighting, heating, ventilation, noise and facilities.
3.EMPLOYMENT TRIBUNAL	A hearing where a lawyer, an employee representative and an employers' representative decide whether an employee has been discriminated against or unfairly dismissed.
4.MOTIVATING FACTOR	The things that will drive a person to do something, a need to achieve a goal.
5.UNFAIR DISMISSAL	When an employee is fired for reasons that are not fair.
6.WILDCAT STRIKE	A sudden unofficial strike.
7.COLLECTIVE BARGAINING	It occurs when employers and get together with employees and their trade unions to reach an agreement on pay and working conditions.
8. FRINGE BENEFITS	Additional benefits given to employees, not in the form of money.
9.TRADE UNION	An organisation formed by workers to protect their interests and rights at work.
10.DISCIPLINARY PROCEDURES	Procedures used by a company when an employee breaks the rules.
11.STAFF TURNOVER	The rate at which staff join and then leave a company.
12.PRESSURE GROUP	An organisation that tries to promote its own interests and point of view.

Interest (fin.)

Interest rate

Installment

Travel allowance

Travel insurance

## PART B. NOUNS+VERBS

A. Match the verbs and prepositions in the first column with the noun in the second, to make suitable collocations:

1 hold	<del>A a right</del>
2 agree	<del>B an agreement</del>
3 provide for	<del>C costs</del>
4 come to	<del>D a rule</del>
5 keep...down	<del>E a matter</del>
6 follow	<del>F an order</del>
7 reach	<del>G a deadlock</del>
8 take	<del>H a deal</del>
9 give	<del>I action</del>
10 implement	<del>J a ballot (a vote)</del>
11 protest	<del>K notice</del>
12 fill	<del>L a rule</del>

1. Hold a ballot
2. Agree a deal
3. Provide for a right
4. Come to a deadlock
5. Keep costs down
6. Follow an order/ a rule
7. Reach an agreement
8. Take action/take notice
9. Give notice (to inform)
10. Implement a rule
11. Protest a matter
12. Fill an order vs. place an order