

职场英语口语-高级短语+例句 (二)

1. **Manage projects** - 管理项目

The project manager is skilled in managing complex projects with tight deadlines.

项目经理擅长管理具有紧迫截止日期的复杂项目。

2. **Establish partnerships** - 建立合作伙伴关系

The business development team aims to establish partnerships with key industry players.

业务发展团队旨在与关键行业玩家建立合作伙伴关系。

3. **Ensure compliance** - 确保合规

The legal department works to ensure compliance with industry regulations.

法务部门努力确保符合行业法规。

4. **Provide guidance** - 提供指导

Experienced mentors provide guidance to help junior employees grow in their careers.

经验丰富的导师提供指导，帮助初级员工在职业生涯中成长。

5. **Conduct evaluations** - 进行评估

Managers should conduct regular evaluations to assess employee performance.

经理应定期进行评估，评估员工绩效。

6. **Develop solutions** - 制定解决方案

The engineering team is working to develop innovative solutions to technical challenges.

工程团队正在努力制定创新的解决技术难题的方案。

7. **Implement safety measures** - 实施安全措施

It's crucial for the construction site manager to implement strict safety measures.

建筑工地经理实施严格的安全措施至关重要。

1. **Coordinate logistics** - 协调物流

The logistics team coordinates the transportation and delivery of goods to clients.

物流团队协调商品的运输和交付给客户。

2. **Monitor progress** - 监控进展

Project managers need to monitor progress and address any issues promptly.

项目经理需要监控进展并及时解决任何问题。

3. **Implement training programs** - 实施培训计划

The HR department is planning to implement new training programs for employee development.

人力资源部计划实施新的培训计划，促进员工发展。

4. **Resolve issues** - 解决问题

The IT support team works diligently to resolve technical issues reported by employees.

IT支持团队努力解决员工报告的技术问题。

5. **Draft agreements** - 起草协议

The legal team is responsible for drafting agreements that protect the company's interests.

法务团队负责起草保护公司利益的协议。

6. **Create marketing campaigns** - 制定营销活动

The marketing department is excited to create new campaigns to promote the brand.

营销部门兴奋地制定新的活动以推广品牌。

7. **Optimize processes** - 优化流程

Continuous improvement is essential to optimize processes and increase efficiency.

持续改进对于优化流程和提高效率至关重要。

1. **Provide training** - 提供培训

Training specialists provide onboarding and ongoing training for new employees.

培训专员为新员工提供入职培训和持续培训。

2. **Conduct audits** - 进行审计

The auditing team conducts regular audits to ensure financial compliance.

审计团队定期进行审计，确保财务合规。

3. **Develop marketing strategies** - 制定营销策略

The marketing department is brainstorming to develop effective marketing strategies.

营销部门正在集思广益，制定有效的营销策略。

4. **Assess performance** - 评估绩效

Managers should assess employee performance to identify areas for improvement.

经理应该评估员工绩效，找出需要改进的方面。

5. **Lead initiatives** - 领导倡议

Effective leaders lead initiatives that contribute to the company's long-term goals.

有效的领导能够促进公司长期目标的倡议。

6. **Establish objectives** - 设定目标

Before starting a project, it's important to establish clear objectives for success.

在启动项目之前，设定清晰的目标是非常重要的。

7. **Create schedules** - 制定日程安排

Project managers create schedules to ensure tasks are completed on time.

项目经理制定日程安排，确保任务按时完成。

1. **Improve efficiency** - 提高效率

Continuous improvement initiatives aim to improve efficiency in all areas of the company.

持续改进的倡议旨在提高公司各个方面的效率。

2. **Establish policies** - 制定政策

The management team is working to establish clear and effective company policies.

管理团队正在努力确立明确而有效的公司政策。

3. **Implement security measures** - 实施安全措施

IT departments implement security measures to protect company data from cyber threats.

IT部门实施安全措施，保护公司数据免受网络威胁。

4. **Coordinate resources** - 协调资源

Project managers coordinate resources to ensure the successful completion of projects.

项目经理协调资源，确保项目成功完成。

5. **Create reports** - 制作报告

Analysts create detailed reports to provide insights into market trends and business performance.

分析师制作详细的报告，提供市场趋势和业务绩效的见解。

6. **Delegate tasks** - 分派任务

Delegating tasks allows team members to focus on their strengths and contribute effectively.

分派任务使团队成员能够集中精力发挥自己的优势，有效贡献。

7. **Develop employees** - 发展员工

Companies that invest in developing employees often have a more skilled and loyal workforce.

投资于培养员工的公司通常拥有更熟练和忠诚的员工队伍。

1. **Implement feedback** - 实施反馈

It's important for individuals to actively implement feedback for personal and professional growth.

对于个人和职业发展，积极实施反馈是很重要的。

2. **Conduct reviews** - 进行审查

The quality assurance team conducts regular reviews to ensure product quality.

质量保证团队定期进行审查，确保产品质量。

3. **Optimize performance** - 优化绩效

Regular training programs can help employees optimize their performance in their roles.

定期的培训计划可以帮助员工优化他们在工作中的绩效。

4. **Assess needs** - 评估需求

Before implementing changes, it's crucial to assess the needs and concerns of the stakeholders.

在实施变更之前，评估利益相关者的需求和关切是至关重要的。

5. **Implement strategies** - 实施策略

Leadership is responsible for effectively implementing strategies that align with the company's vision.

领导层负责有效地实施与公司愿景一致的策略。

6. **Coordinate efforts** - 协调努力

In complex projects, it's essential to coordinate the efforts of different teams for success.

在复杂的项目中，协调不同团队的努力对于成功至关重要。

7. **Facilitate collaboration** - 促进协作

Project managers play a key role in facilitating collaboration among team members.

项目经理在促进团队成员之间的协作中发挥关键作用

1. **Develop strategies** - 制定策略

The executive team is working together to develop long-term business strategies.

高管团队正在共同制定长期的业务策略。

2. **Implement initiatives** - 实施倡议

The company is eager to implement sustainability initiatives to reduce its environmental impact.

公司渴望实施可持续倡议，减少其对环境的影响。

3. **Monitor expenses** - 监控开支

Finance departments regularly monitor expenses to ensure they align with the budget.

财务部门定期监控开支，确保其与预算一致。

4. **Conduct analysis** - 进行分析

Analysts conduct market analysis to provide insights into consumer behavior and preferences.

分析师进行市场分析，提供对消费者行为和偏好的见解。

5. **Implement best practices** - 实施最佳实践

Companies strive to implement best practices to enhance efficiency and achieve better results.

公司努力实施最佳实践，提高效率并取得更好的成果。

6. **Establish standards** - 设立标准

Quality control teams work to establish and maintain high standards for product quality.

质量控制团队致力于建立和维护产品质量的高标准。

7. **Coordinate schedules** - 协调日程安排

Project managers must coordinate schedules to ensure all team members are available for important meetings.

项目经理必须协调日程，确保所有团队成员都能参加重要的会议。

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8. **Promote a positive culture** - 促进积极文化

Leaders play a crucial role in promoting a positive workplace culture that encourages collaboration and creativity.

领导在促进积极的工作文化方面发挥着关键作用，鼓励协作和创造力。