

Vocabulary practice – Training

1. Match 1-8 to a-h

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| 1 give <u>g</u> | a employees |
| 2 promotion ____ | b skills |
| 3 improve ____ | c objectives |
| 4 develop ____ | d a step back |
| 5 take ____ | e prospects |
| 6 set ____ | f performance |
| 7 achieve ____ | g feedback |
| 8 motivate ____ | h goals |

2. Complete sentences 1-8 with a Word or phrase from 1.

- 1 If you always arrive late at work, this won't improve your promotion prospects.
- 2 The best way to give _____ is to discuss the positive points about an employee first.
- 3 Doing training courses is a good way to _____ your _____.
- 4 I took a month's holiday this year. It really helped me to take a _____ from my job.
- 5 Our boss doesn't _____ for the team, so we don't know where we are going.
- 6 One way to _____ employees is to give them an annual bonus for good results.
- 7 It can be difficult to _____ your objectives if they're too ambitious.
- 8 I've just done a course on time management. It has helped me to _____ my performance at work.