

Vocabulary practice – Training

1. Match 1-8 to a-h

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