

Management Vocabulary

- to demoralise (verb), demoralised (adjective), to crush someone's spirit (verb, idiom) – to cause someone to lose hope or confidence; to do something that destroys a person's self-esteem.
- to micromanage (verb) – to excessively control everything, including minor details, in a process.
- to bring (something) to the table (verb, idiom) – to offer a benefit or advantage for something.
- to facilitate (verb), facilitator (noun) – to make things easier/happen; someone who facilitates.
- appraisal (noun) – an assessment of someone's performance.
- carrot and stick approach (adjective) – a motivational technique where people are offered incentives (the carrot) to perform well, but also face punishments (the stick) if they perform badly

Using the vocabulary words above, complete the following sentences (remember to use the correct form of the word, e.g. verb conjugation or plural noun)

1. I have my annual _____ tomorrow, and I'm a bit nervous about it.
2. We're really looking forward to working with Steve. He has worked in this industry for years and will _____.
3. _____, the staff would receive bonuses for increasing sales, but could face losing their job if their sales reduce.
4. The team were left completely _____ when they failed to meet their sales targets and lost their bonuses.
5. My boss always _____ me. He calls me up every five minutes asking for an update!
6. The training course will be _____ by Anna. If you need anything, she can help you.

Video: The Perfect Boss

You are going to watch a TEDx Talk by Dr. Axel Zein called “The Perfect Boss.”