

Make a list of things which make you happy at work?

1

Set goals and performance expectations and specify the criteria that will be used to measure performance.



2

Complete a written evaluation that rates performance according to the stipulated criteria.



3

Meet with the employee to discuss the evaluation and suggest means of improving performance.

Complete the phrases 1-6 with the words below

a future, a difference; part; pride; a say; recognition;

1. Make a_____ to
2. Gain_____for
3. Feel _____of
4. Have a _____in;
5. Take _____in
6. See a_____for

Match the phrases above with their definitions.

1. Get public praise or reward for work
2. Be able to influence decision by giving your opinion
3. Get satisfaction from doing something well
4. Have an effect on something
5. Know that you are included and involved
6. Think that something someone will do well

Continue the following phrases with the ideas of your own.

I gain recognition for...

I prefer to have a say in

.....is really what makes a difference to me

I take pride in

Listen to employers of two companies. What does every company look for in their employees

De Beers Jewelry	Credit Suisse

Complete the phrases from the listening with correct preposition

1. Inspire the creation _____real value
2. Unite us _____a common cause
3. Turn dreams _____reality
4. Open_____broader opportunities

5. Make a significant contribution _____maintaining our position
6. Provide us _____a competitive advantage
7. Connect us _____a wider range of customers
8. Build_____rapport_____the client
9. Strive _____healthy work-life balance

Imagine you are allowed to fire 3 people from the company and hire 3 new instead. Give reasons why you'd like to fire these people and outline the Criteria you're looking for in your employees.