

A conference program

Read the program for a management conference to practice and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. to adapt
2. to explore
3. to consider
4. to ensure
5. uncertain
6. the positives
7. development
8. an employee

Definitions

- a. to think carefully about something
- b. to change your behavior for new conditions
- c. to look into or discuss something in detail
- d. a worker
- e. the good things about something
- f. unsure, unclear, unknown
- g. to make sure something happens
- h. change, growth or progress

Reading text: A conference program

Morning program

9.00– 9.30	Conference opening <i>Dr Jon Martinez</i>		
9.30– 10.45	Management styles <i>with Helena Clark</i>	Giving feedback <i>with Amelia Novak</i>	Managing change <i>with Akira Yoshida</i>
10.45– 11.15	Consider the different management styles and how you can adapt yours to suit your team. Explore the different ways to give feedback to maximize development. Help your employees deal with change and to see the positives change can bring.		
10.45– 11.15	Coffee break		

11.15– 12.30	Using storytelling in leadership communication <i>with Antoine Martin</i> Sometimes, the best way to communicate with your team is by telling stories. Find out how to do this in this workshop.	Leading small businesses <i>with Cheng Wei</i> How is leading small businesses different and how can leaders of small businesses bring success to their team?	Leading in uncertain times <i>with Omar Abboud</i> Uncertainty can affect the success of your team. Learn to bring confidence to your team in a time of uncertainty.
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Afternoon program

12.30– 2.00	Lunch		
2.00– 3.15	Managing international projects <i>with Alisa Petrov</i> Consider how to ensure successful intercultural communication in your international teams.	Developing creative thinking in your team <i>with Mariana Silva</i> How can you get your team to think more creatively? Explore the different ideas that can help your team see things in a new way.	Conflict management <i>with Tracy Edwards</i> Conflict can create problems in your team, but managing conflict well can bring about development. Learn how to manage conflict in this workshop.
3.15– 4.15	Group discussions		
4.15– 5.00	Conference closing <i>Dr Grace Moloney</i>		

Task 1

Are the sentences true or false?

		Answer
1. Helena Clark thinks that we should know our own management style and not change it.	True False	
2. Amelia Novak believes that we should give feedback to help our employees get better at what they do.	True False	
3. Akira Yoshida will focus on the problems with change.	True False	
4. Cheng Wei believes that leading small businesses is different from leading big ones.	True False	
5. Omar Abboud thinks that when your team doesn't feel sure about the things happening around them, it can cause problems.	True False	
6. Tracy Edwards believes that conflict is bad and you should not let it happen in your team.	True False	

Task 2

Complete the sentences with words from the box.

think

deal with

manage

give

tell

explore

1. Being positive and patient will help employees change.
2. Team leaders should consider how they feedback to motivate their team.
3. Marketing experts say your brand should a story.
4. Team members should be encouraged to solve problems together and creatively.
5. Talking about plans with a colleague can help to ideas.
6. It is important that people know how to conflict at work.