

REVIEW UNIT

Conversations with Your Junior Staff

(Units 13, 14, 15, 16 & 17)

✚ Introduction

Describe each picture.



BAD BOSS

GOOD BOSS



 Q & A

Answer the following questions:

13 Assigning a Task

- a. What are some problems that colleagues may encounter when they are working on the same task?
- b. What is the best way to assign tasks to people with different positions?
- c. Do you ever feel intimidated to give a task to someone who is older than you?

14/15 Reprimand

- a. Who usually gets reprimanded?
 - causes for being reprimanded
 - will being reprimanded affect interaction with co-workers, fulfilling tasks
- b. What are some disciplinary actions for employees who:
 - commit minor or major offenses?
 - Examples of these offenses
- c. What problem could result from firing an employee?

16/17 Performance Review

- a. Do you have a monthly performance review in your company?
 - How are you usually evaluated?
 - What are the factors to be considered in evaluating?
 - Who evaluates?
- b. What has been your best performance evaluation so far?
- c. What happens if an employee doesn't meet the standard performance?
 - Does your company offer seminars and training to employees who have low performance evaluation?



 **Role Play**

Do the role play with your teacher.

SITUATION

Assign the new employee to set a meeting with an important client.

The details are as follows:

- date: in two days
- time: lunch
- agenda: introduce new product to be launched soon

Note: The new employee is much older than you.



You are being reprimanded by your boss because of attendance issues. You were absent from work on Tuesday, last week and came in 30 minutes late yesterday.

Explain to your boss the reasons for such actions. Apologize and say it won't happen again.



Extra Exercise!

Performance Review

Evaluate and give advice to each one.



Kosuke

Performance:

Good team Player

Habitual tardiness



SARAH

Performance:

Finishes task on time

Inconsistent in her
performance



Yoshi

Performance:

Knowledgeable about his
work

Doesn't get along well with
co-workers