

LESSON 3

PEOPLE AT WORK

KEY POINT PICKING A TEAM

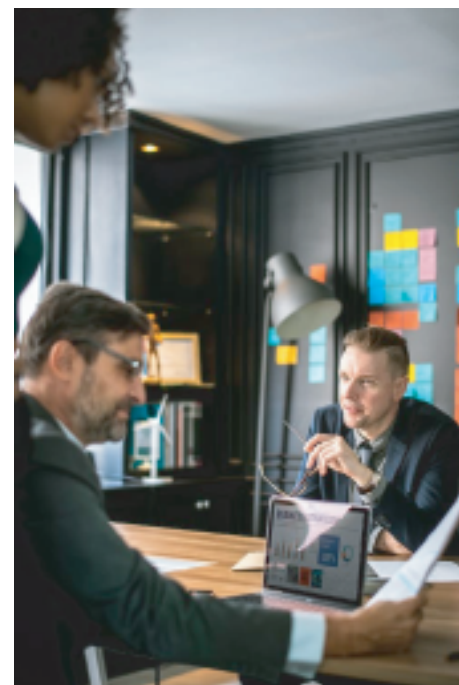
Have you ever put together a team for a project (either professionally or personally)?

Do you think it is important to match the right person for the task?

Do you think there is a special way to choose people for a job?

What happens when the right people are not matched for the job?

Teams are units that are important for projects. Putting the right players in the right situations can result in the implementation of a successful project. Good management requires identifying the aptitude and expertise of its members. The following memo describes such a situation.



Objectives

Time 60 Minutes

Vocabulary Office and human relations

Key Points Picking a team

Grammar Conditional 2

Objectives To work on team building vocabulary.

Review Previous chapter

VOCABULARY AND EXPRESSION BUILDERS

Implementation The execution of a project.

They implemented the project on time.

Behalf of To represent someone or a company.

They went to the event on behalf of the company.

End User The person who uses a product or service.

The end users were happy with the results.

Establish To begin.

They established the company a long time ago.

Interface The connection.

The interface was not very good. They had a bad connection.

Subscription A commitment for a service.

The company subscribed to the internet service.

Membership To join.

They have a membership at the club.

Extra-company Outside of the company.

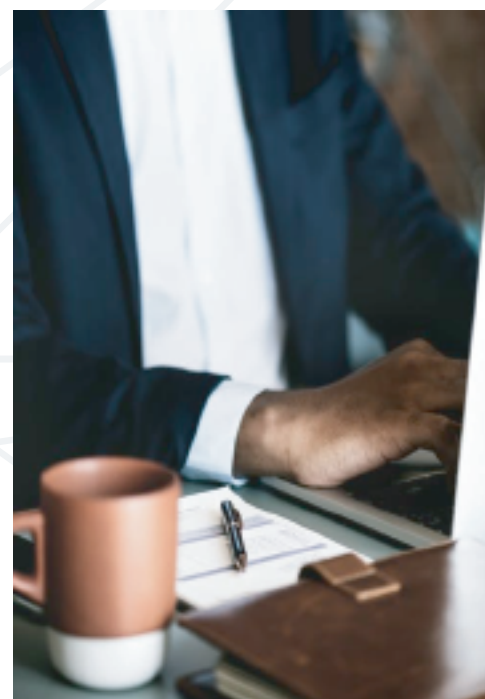
The extra company job was good.

Higher ups Your bosses.

The higher ups were not happy with the results.

Aptitude Your capabilities.

What kind of aptitude does the potential employee have?



VOCABULARY AND EXPRESSION BUILDERS

Screaming baby A loud cry from a baby child.

There was a screaming baby in the plane.

Camaraderie Friendship.

The camaraderie between the group was strong.

A no brainer Very easy.

The exam was a no brainer.



The project was implemented very quickly.

He subscribed to the newspaper and the magazine through the internet.

He went to the conference on behalf of the company.

The end users were disappointed with the bugs in the software.

The feasibility of the project was analyzed by the higher ups.

A MEMO

The following memo is from Rick Smith to Philip Schneider (his boss). Philip is the senior logistics manager at the software company LTS and Rick is responsible for software implementation.

They are going to set up a company-wide software solution and Rick wants to update Philip on the project. Rick's memo also communicates how the teams will be structured and why each participant has been selected to do the job.

Memo

To: Philip Schneider

From: Rick Smith

Subject: Software Implementation project.

I have prepared a project team report as requested so you can see how we are going to organize the intranet assignment for next year. Before I begin, I would like to present the mission members and how they are going fit into the group.

Petra Ustinov: Petra is responsible for the server and software management. In other words, she is going to make sure the technical aspect is secured with regards to the software and hardware.

Jill Loeb: Jill is the project administrator. She is responsible for the management of the development and the liaison with the users. She is going to be the interface for the software provider and the end users.

Edita Volenska: Edita has been asked to take responsibility for the general communication in the project. This will include updating Microsoft Project, memo circulation, phone calls and e-mail distribution.

COMPREHENSION BUILDERS

Eric Lefort: Eric is going to be the functional consultant. He is an expert in information flow. He is very good at the practical side of software applications.

A few points to consider regarding the management of this project are on the human resources side. If we had more resources, we could have several trainers to train end users, and if the company had outsourced the project it would be easier to implement.

Concerning the teams and the personalities of the individuals in the group, here are a few reasons for selecting each member.

The objective is to execute the software project successfully both technically and functionally, and in order to do this, it is necessary to implement and build a dynamic group.

To do this I have selected Petra because of her technical expertise. Jill has strong human relation skills and is showing promise in client relations. Edita has excellent organizational abilities and Eric seems to know everything about the functional side of the software.

I am interested in any feedback concerning the project. Please do not hesitate to contact me if you have any questions.

Regards,
Rick Smith

QUESTIONS

1. Petra Ustinov is a _____ specialist.
 - a. software management
 - b. communications
 - c. functional
2. Communications is best with _____.
 - a. Petra Ustinov
 - b. Jill Loeb
 - c. Edita Volenska
3. Functional consulting is best with _____.
 - a. Eric Lefort
 - b. Petra Ustinov
 - c. Jill Loeb
4. Jill Loeb is best at _____.
 - a. software management
 - b. communications
 - c. functional work

ENTREPRENEUR MAGAZINE.

Alex Konstantinakis.

If you had to choose one of the following events, which one would you pick.

A company picnic, a business trip to New York with colleagues or a weekend adventure trip sailing with your boss.

Our professional responsibilities are any of our activities related to any of our professional work in and out of the office. Where are the limits? These questions should be addressed before you find yourself in a situation where you have committed a faux pas and do not have a chance to recover from the situation. Here is an evaluation of the circumstances.

First, what are extra office activities?

Definition

- The company event such as picnics. These are usually quite unimportant and even feasible to ignore. If you do go to the picnic, try not to become the sports star. It will make you popular with your colleagues but not the higher ups. They are looking for mental not physical aptitude.
- Company trips such as an optional trip offered for a holiday. These can be quite enjoyable but watch out who you bring. Don't bring the screaming baby along.
- Professional activities such as business trips with colleagues. These can be opportunities to develop relationships. Stay away from the martini's (they are for James Bond).
- Friday at the bar to watch the football match. This is an opportunity to show camaraderie and fraternity. Once again be careful of the impression you are giving.
- The company golf club membership. This is a no brainer. You can meet a lot of people at the golf club.
- Office Parties. These events are necessary but a short sweet showing is fine.

What is considered a problem in these circumstances? Really, anytime when your behavior can have a negative effect on your work environment.

Diplomacy in these circumstances should be as in the office. If you have several glasses of wine at lunch and do not mind to gossip about your colleagues, then you can feel free to do so in after work activities.

How you behave in these circumstances can have a powerful effect on your career. Human nature makes us more acutely aware of our actions when we are in leisure mode, so be careful not to sabotage your future prospects for career advancement by not considering your manners at company events.

Alex Konstantinakis
Entrepreneur Magazine

Questions

1. According to Alex Konstantinakis there are _____ our professional responsibilities.
 - a. no limits to
 - b. limits to
 - c. questions for

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2. You can ignore _____.
- organized trips for the office
 - club memberships
 - picnics
3. You must _____ with office camaraderie.
- be carefree
 - be careful
 - not concern yourself
4. It is easy to _____ your prospects with extra company behavior.
- care less about
 - do nothing with
 - sabotage

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The second form of conditional.

Use

Must be used with if or it must be implied.
Verb in the past is used with the IF clause
If I ate two hamburgers I would feel sick.

Structure

If + subject + past simple ... subject + would ('d) + verb stem ...

Can also be I'd You'd He'd etc...

Examples

If I went to the meeting I would prepare more.
I would make an effort if I thought it were worth it.

- If I sold my house, I (not get) _____ much money for it.
- I would be surprised if they (not/to win) _____ the competition.
- If the company offered me the transfer, I think I (to take) _____ it.
- Would Peter mind if I (to use) _____ his car?
- If you explained the job to her I'm sure Alexia (to do) _____ it well.
- What (they to do) _____ if we arrived late.
- If I lost the key to the office my boss (to be) _____ very upset.
- Would Barry mind if I _____ (to not show up) for work tomorrow?
- If you explained the situation to her I am sure she _____ (understand).
- I would be very angry if you _____ (to damage) my car.