

Lesson 85

We have a position open.

Target: Having a conversation about human resources.

Vocabulary

単語

Human resources (HR)



Related vocabulary

- to **fill a position**
- to **have a position open**
- to **take notice of...**
- to **monitor...**
- to **discourage**
- to **identify...**
- to **implement...**

- to **ensure that...**
- to **support...**
- to **react to...**
- to **criticize...**
- to **work closely with...**
- to **show... the ropes**
- to **train... up**

- **employee relations**
- to be **probationary**
- to be **desirable**
- to be **relevant**
- to **build rapport**
- **initiative**
- a **vacancy**

Conversation

会話

1 Use the questions below to have a conversation with your partner about the topic

Partner #1: Questions

1. How long does it normally take to fill a position at your company?
2. Who supports you in your job?
3. What are some of the best ways to motivate people?
4. What's something that you think HR managers should take notice of?
5. How long does it usually take to implement a change at your company?
6. Why is it important to build a good rapport with the people you work with?
7. What do you think HR managers have to monitor?
8. Does your company have any positions open at the moment?
9. What should an HR manager try to ensure doesn't happen?
10. How long does it normally take to train up a new staff member?

Partner #2: Questions

1. Does your company have a probationary period for new staff?
2. What are the employee relations like at your company?
3. Who at your company displays a lot of initiative?
4. What should you do at your company when you have a grievance?
5. Who are you working closely with at the moment?
6. What should employees be discouraged from doing?
7. What are the benefits like at your company?
8. Have you ever had to show someone the ropes?
9. What should you do when someone criticizes your work?
10. What does a manager do after they identify a problem?

2 Complete one or more of the situations below

- 1. Role play:** Partner #1: You have just hired a new HR manager. Explain their responsibilities to them.
Partner #2: You have just been hired as the new HR manager. Ask about your responsibilities.
- 2. Speech:** Tell a story about the week in the life of HR manager at a big company.
- 3. Speech:** Describe what HR is like at your company. Would you improve it? How?
- 4. Debate:** You think the HR department isn't very important, but your partner doesn't agree.