

Lecturer: Her KHAMMELEESAYSUE

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Unit 4 People and Workplace, and Career leader

❖ **Times:**

- 4 hours

❖ **Learning outcomes**

- Students will be able to understand about the difference of people and workplace
- Students would be able to understand the management functions.
- Students could certainly understand the career ladder.

❖ **Teaching aids**

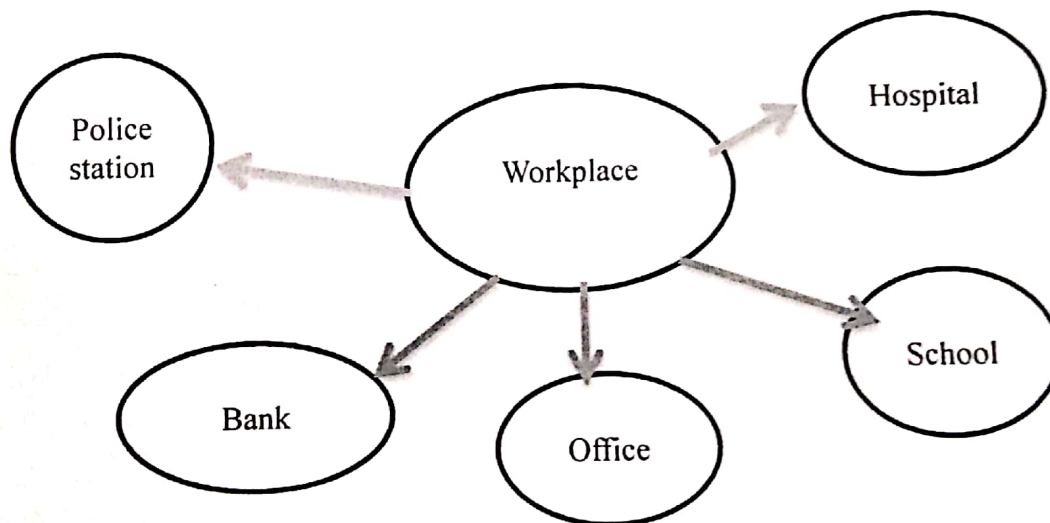
- Text book, Computer, LCD, Power Points, Marker and White board

❖ **Teaching methods**

- Lecturer gives students look at the information from page 20, page 22.
- Lecturer gives students the lecture about the difference of people and workplace.
- Lecturer advises students to know the management function and career ladder.

1) **People and Workplace:**

Workplace: is the location where you are employed and where you go to work every day. The office where you go to work every day to do your job is an example of your workplace.

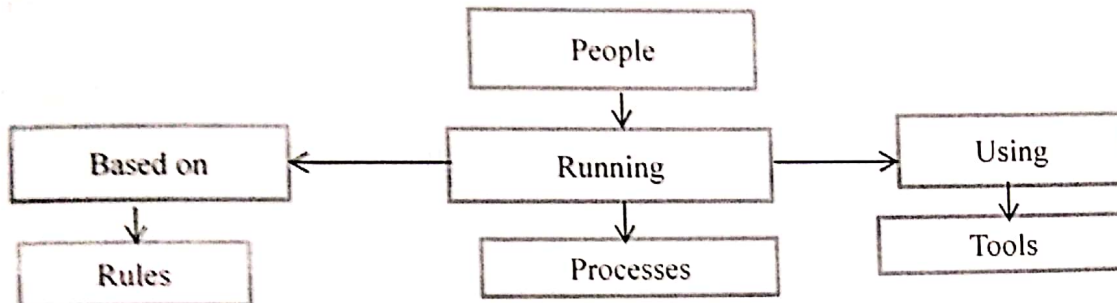


People: kinship People is the usual plural of person, meaning individual human, although one also sees persons. When speaking about a number of individuals (in plural human beings making up a group or assembly or linked, salespeople, the members of a family)

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2) Management and Administration

Management is the administration of an organization, whether it be a business, a not-for-profit organization, or government.

Administration also referred to as business administration. It involves the efficient organization of people, information, and other resources to achieve organizational objectives.

Office administration is a set of day-to-day activities that are related to financial planning, personnel, physical distribution and logistics, within an organization.

3) Management Function

Management of business : The organization and coordination of the activities of a business in order to achieve defined objectives. Management consists of the interlocking functions of creating corporate policy as: 1) Planning, 2) Organising, 3) Leading , 4) Controlling

Difference between administration & management :			
	Basis of difference	Administration	Management
1	Level in organization	Top level	Middle & lower
2	Major focus	Policy formulation & objective determination	Policy execution for objective achievement
3	Nature of functions	Determinative	Executive
4	Scope of functions	Broad & conceptual	Narrow & operational
5	Factors affecting decisions	Mostly external	Mostly internal
6	Employer-employee	Entrepreneurs &	Employees

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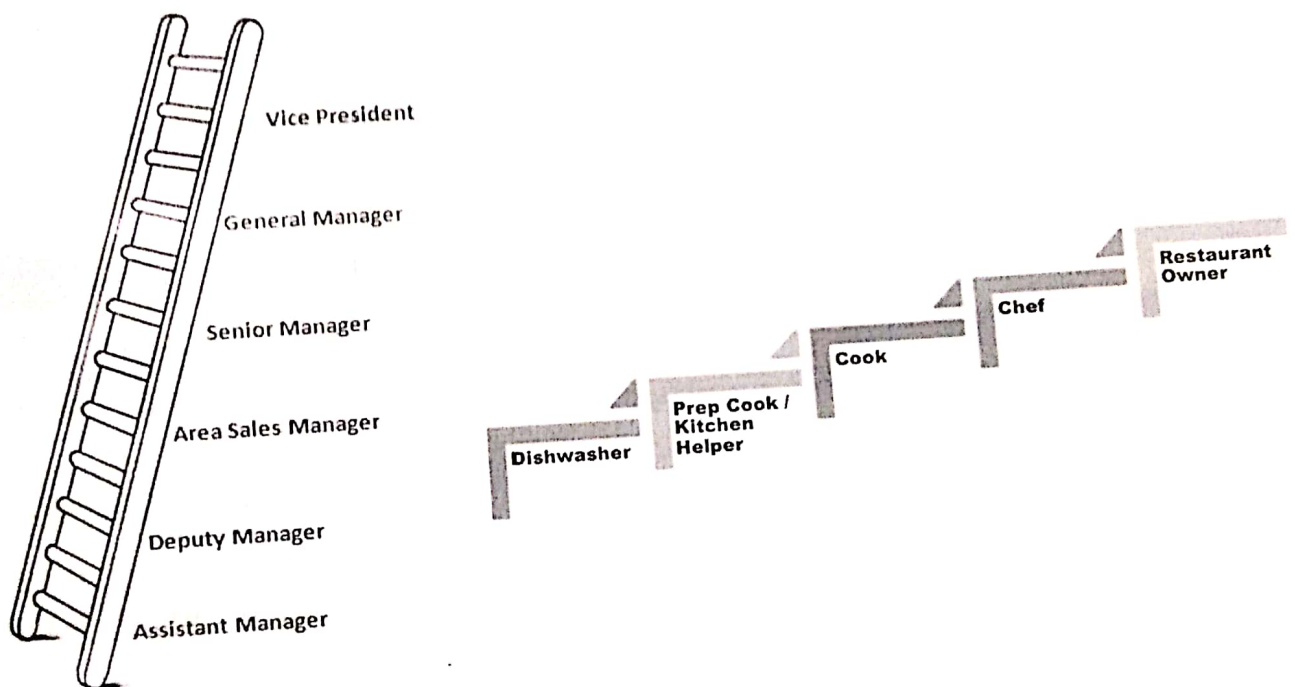
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4) Career leader

Career ladder is a metaphor for job promotion. In business and human resources management, the ladder typically describes the progression from entry level positions to higher levels of pay, skill, responsibility, or authority.

Career path refers to the growth of the employee in an organization. Career Path basically means the various positions an employee moves on one by one as he grows in an organization. The employee may move vertically most of the time but also move laterally or cross functionally to move to a different type of job role.



- **Losing Your job**
If you do something wrong you:

Dismissed
Fired
Sacked
Terminated

If you have' done nothing wrong you:

Laid off
Made redundant
Offered early retiremen

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5) Vocabulary

- | | | |
|------------------------------|---|--------------------------------|
| - Industrial action | = | ຂໍ້ກຳນົດການເຮັດວຽກ |
| - White-collar worker | = | ຜູ້ເຮັດວຽກຢູ່ໃນຫ້ອງການ |
| - Manual/ blue-collar worker | = | ກຳມະກອນທີ່ໃຊ້ແຮງງານ ທາງຮ່າງກາຍ |
| - Payroll | = | ບັນຊີລາຍຊື່ພະນັກງານ |
| - Walk out | = | ການຢຸດງານ |
| - Overtime ban | = | ເຮັດວຽກເກີນເວລາ |

❖ Learning Activities

- Students work in pairs to think about the company you work for or one you would like to work for.
- Students will be able to make the questions ask each other in classroom(also talk about their work or workplace)
- Students read the texts of exercise in page 21 and page 22 and complete it.

1) Talk about workplace

I founded Computadoras Creativas 20 years ago. We started with a small office in Madrid. Our head office, our headquarter is still here, but now we have sites all over Spain, with about 500 employees. Many of the offices are open - plan everyone works together, from managers to administrative staff as well as people selling over the phone, and people in technical support giving help to customers over the phone. Recruitment is taken care of in Madrid, by the human resource department HRD

2) Look from above to find the answers to the complete the crossword.

Across:

- 2 and 17 office workers 9 may wear this, (5,6)
- 5 all the people working for a company, (5)
- 7 manual workers use their hands, (6)
- 8 when people stop working to protest, (6)
- 10 one of the people working for an organization, (8)
- 11 occasions when workers stop working to protest: walk out (4)
- 13 Another name for the human resources department. (9)

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14 Workers seen as a group (6)

18 and 15 down various forms of protest at work.(10,6)

Down:

1 Everyone working for a company is on this. (7)

2 everyone, or everyone except top managers.(9)

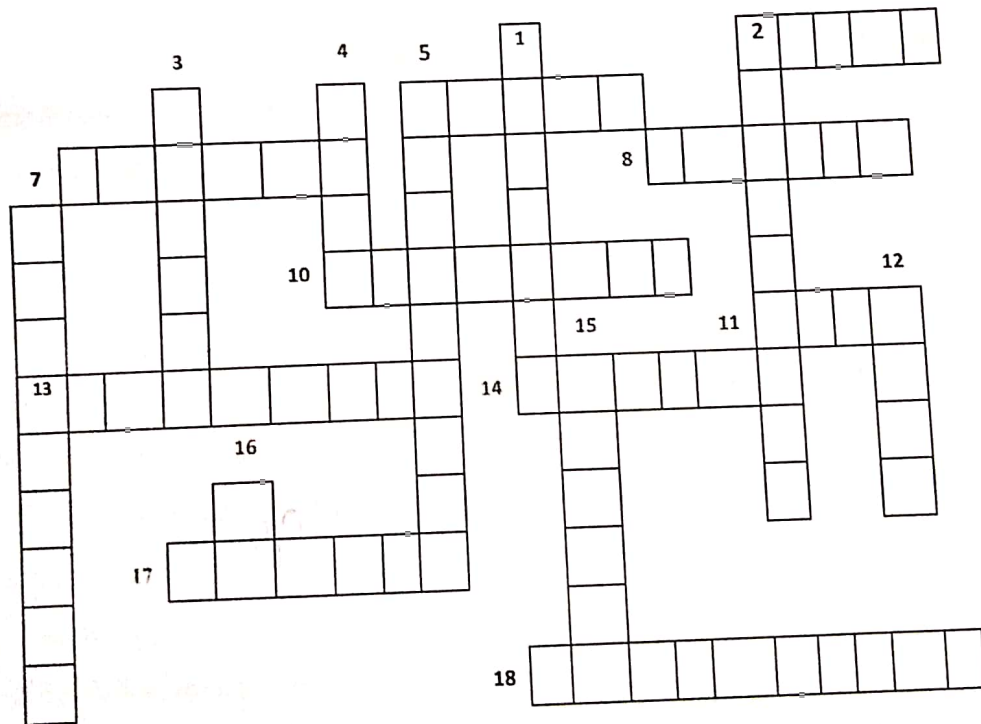
3 there are trade in the UK and labor in the US.(6)

4 and 17 across Manual workers may wear this. (4,6)

5 the place in factory where the production lines are.(4,5)

9 when people stop work to complain about something.(8)

16 and 12 when workers intentionally produce less.(2,4)



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3) Ask the question each other

- What is the meaning of career leader?
- What is the definition of career path?
- Where is its head office?
- How many sites does the company have?
- How many employees?
- Which type do you prefer to work in?

4) Match the sentence beginnings (1-5) to the correct endings (a-e). The sentences all contain words from contents.

- | | |
|---|---|
| 1. Career paths aren't what they used to be; | a and they will be replaced by temporary |
| 2. He worked his way up from workers. | |
| 3. The new management have delay red the company, any more. | b companies won't take care of us for life |
| 4. We used to do printing in-house, | c but now we outsource it. |
| 5. Workers are afraid their organizations will be downsized | d factory worker to factory manager. |
| | e reducing five management levels to three. |

5) **Carla used to work for an Italian magazine publishing company. She talks about how she lost her job. Choose the correct form of the words in brackets to complete the text.**

Edizione Fenice is a big magazine publishing company, and a very nice company to work for. I was director of a magazine called Casa e Giardino. Then, Fenice was bought by an international publishing group. We had to have regular performance (1) (review/reviews/reviewer) with one of the new managers. After a few months they started laying staff (2) (off/on/out). Our own journalists were put on temporary (3) (contracts/contractual/ contracting) or replaced by (4) (freelancer/ freelancers/ freelanced). Then they started (5) (laid/lying/ laying) off more senior people like me. The new owners said they wanted to make the company (6) (flat/ flatter/ flatten) and (7) (lean/ leant/ leaner). So I was made (8) (redundant/ redundancies/ redundancy). They offered to help me to find another job with (9) (outplacement/outplaced/outplacing) advice, but I refused.

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❖ **Student Assessment / homework**

- Students work in pairs or groups and think about Modco before and Modco after, what are the advantage and disadvantage? (at least 100 words)

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Lecturer's Signature

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