

## Boosting Motivation

Irrespective of the size of your company, having a team of motivated, hard-working employees is essential to your success. When motivation sags, however, their job performance suffers – they become less productive, less creative, less of an asset to the company. The bottom line is that your employees' motivation issues cost you an arm and a leg. Here's how to prevent that from happening.

### 1. Build a Foundation

It's important to build a solid foundation for your staff so they feel invested in the company. Tell them the story of the business and your vision for the future. Enquire about their expectations and career goals, as well as the way you can help them feel like part of the team. When any new employee starts, make sure they are warmly onboarded.

### 2. Create a Positive Environment

Promote an office atmosphere that makes all employees feel valuable and important. Don't play favorites with your staff. Ensure that your office door stays open and let folks know they can always approach you with questions or concerns. After all, a happy office is a productive office.

### 3. Put People on the Right Path

Most employees want advancement opportunities within their own company. Work with each of them to develop a career growth plan that takes into account both their current skills and their future goals. If employees grow excited about what's down the road, they will become more committed to their present work.

### 4. Educate the Masses

Help employees improve their professional skills by providing on-the-job training or in-house career development. Let them attend industry workshops and seminars. Encourage them to go to adult education classes paid for by the company as part of the perks program. Employees will feel you are investing in them, and this will translate into improved job performance.

### 5. Don't Forget the Fun

Every once in a while, you have put work on the back burner and do something nice for the people who work for you. Treat the office to a pizza lunch or take everyone to the movies. Reward employees with an unexpected day off or by calling it a day early on a random Friday afternoon. These little diversions can go a long way toward improving productivity.

Adapted from [www.allbusiness.com](http://www.allbusiness.com)

**Ex. 1 Find the words or expressions in the text which mean the following:**

- 1) important: \_\_\_\_\_
- 2) to decrease: \_\_\_\_\_
- 3) employees: \_\_\_\_\_
- 4) to ask about sth: \_\_\_\_\_
- 5) to be officially introduced to the team and shown around: \_\_\_\_\_
- 6) to make sure something will happen: \_\_\_\_\_
- 7) a worry / a problem: \_\_\_\_\_
- 8) dedicated to sth: \_\_\_\_\_
- 9) employed by the company: \_\_\_\_\_
- 10) for instance, a company phone, car, apartment: \_\_\_\_\_
- 11) not in any particular order: \_\_\_\_\_
- 12) a training session that involves some practical work: \_\_\_\_\_

**Ex. 2 Match the expressions from the two columns into logical collocations:**

- |                       |                           |
|-----------------------|---------------------------|
| 1) an asset           | sth into account          |
| 2) to prevent sth     | on the back burner        |
| 3) to play            | into improved performance |
| 4) advancement        | workshops                 |
| 5) to take            | to a company              |
| 6) on-the-job         | favorites with staff      |
| 7) industry           | a day                     |
| 8) sth will translate | opportunities             |
| 9) to put sth         | training                  |
| 10)to call it         | from happening            |

**Ex. 3 Provide English equivalents of these expressions:**

1) niezależnie od czegoś	7) postawić coś komuś
2) zaangażowany w coś	8) nagrodzić kogoś czymś
3) ludzie	9) solidne podstawy
4) plan rozwoju kariery	10)koniec końców
5) podekscytować się czymś	11)wartościowy
6) w przyszłości	12)powstrzymywać coś

**Grammar corner...**

Collocations and fixed phrases are very important in English, as it's a much more idiomatic language than Polish. There are several words in the English language that form collocations quite easily and they are of great use in business communication. Today you will learn about collocations with *hold*, *grow*, and *pay*. *Hold* usually means to organize, carry out. You can hold a meeting, a negotiation, talks with sb, sb hostage (to keep somebody against their will and demand money for their release), a press conference, or a speech. *Grow* is generally used to replace *become*, so it shows some kind of a process. You can grow tired of sth, bored with sth, impatient with sb/sth, dissatisfied with sth, fond of sth (you actually start liking it). Finally, *pay*, is oftentimes used in such random collocations as to pay attention to sth (it means to actually be attentive), sb a visit (to visit), sb a compliment (in other words to compliment sb on sth).

**Ex. 4 Complete the sentences with hold, grow, or pay in the correct form.**

- 1) I'm really \_\_\_\_\_ impatient with your incompetence.
- 2) In some companies if you \_\_\_\_\_ a woman a compliment, she may sue you for sexual harassment.
- 3) We'll be \_\_\_\_\_ a press conference later today, so I won't be answering any questions now.
- 4) The use of tablet computers by little children decreases their ability to \_\_\_\_\_ attention for a prolonged period of time.
- 5) I've \_\_\_\_\_ fond of this car, even though I didn't like it at first.
- 6) If your branch continues to perform so badly, I'll be forced to \_\_\_\_\_ you a visit and see what happens there.
- 7) Several terrorists have been \_\_\_\_\_ 20 civilians hostage since early morning.
- 8) I've \_\_\_\_\_ tired of your constant excuses - just get to work.
- 9) The management will \_\_\_\_\_ dissatisfied with the latest sales results.

10) Steve Jobs \_\_\_\_\_ a very inspiring speech during Stanford commencement ceremony.

<b>GLOSSARY</b>	
<b>essential</b>	istotny
<b>to sag</b>	zmniejszać się
<b>staff</b>	pracownicy
<b>to enquire about sth</b>	dowiadzać się o coś
<b>to be onboarded</b>	zostać wdrożonym
<b>to ensure sth</b>	upewnić się, że ...
<b>a concern</b>	problem, zmartwienie
<b>committed to sth</b>	zaangażowany w coś
<b>in-house</b>	zatrudniony na stałe
<b>perks</b>	pozapłacowe składniki wynagrodzenia
<b>random</b>	losowy
<b>a workshop</b>	warsztat
<b>an asset to a company</b>	osoba wnosząca wkład w dobro firmy
<b>to prevent sth from happening</b>	powstrzymać coś
<b>to play favorites</b>	mieć pupila
<b>advancement opportunities</b>	możliwości rozwoju
<b>on-the-job training</b>	szkolenie praktyczne w miejscu pracy
<b>to take sth into account</b>	wziąć coś pod uwagę
<b>industry workshops</b>	warsztaty branżowe
<b>sth will translate into improved performance</b>	coś przełoży się na poprawę wyników
<b>to put sth on the back burner</b>	odłożyć coś na potem
<b>to call it a day</b>	zakończyć na dziś
<b>irrespective of sth</b>	niezależnie od czegoś
<b>invested in sth</b>	zaangażowany w coś
<b>folks</b>	ludzie
<b>down the road</b>	w przyszłości
<b>to grow excited</b>	uchodźca
<b>down the road</b>	w przyszłości

<b>solid foundations</b>	solidne podstawy
<b>after all</b>	koniec końców
<b>to treat sb to sth</b>	postawić komuś coś
<b>valuable</b>	wartościowy
<b>to reward sb with sth</b>	nagrodzić kogoś czymś
<b>a commencement</b>	rozpoczęcie
<b>a branch</b>	oddział
<b>to be shown around</b>	zostać oprowadzonym

**ANSWER KEY:**

*Ex. 1*

- 1) essential
- 2) to sag
- 3) staff
- 4) to enquire about sth
- 5) to be onboarded
- 6) to ensure sth
- 7) a concern
- 8) committed to sth
- 9) in-house
- 10) perks
- 11) random
- 12) a workshop

*Ex. 2*

- 1) an asset to a company
- 2) to prevent sth from happening
- 3) to play favorites with staff
- 4) advancement opportunities
- 5) to take sth into account
- 6) on-the-job training
- 7) industry workshops
- 8) sth will translate into improved performance
- 9) to put sth on the back burner
- 10) to call it a day



*Ex. 3*

- 1) irrespective of sth
- 2) invested in sth
- 3) folks
- 4) career growth plan
- 5) to grow excited about sth
- 6) down the road
- 7) to treat sb to sth
- 8) to reward sb with sth
- 9) solid foundations
- 10) after all
- 11) valuable
- 12) to prevent sth from happening

*Ex. 4*

- 1) growing
- 2) pay
- 3) holding
- 4) pay
- 5) grown
- 6) pay
- 7) holding
- 8) grown
- 9) grow
- 10) held