

10a

Company policy

AGENDA

Subject of meeting: employment policies

Date:

Present Chair:

Others:

1. Dress code

2. Timetables/hours of work

3. Relations with clients

4. Conduct at work

5. Holidays and booking arrangements

6. Employee participation in decision making

7. AOB

Teacher's Notes

Company policy Worksheet 10a

ACTIVITY

Groupwork: speaking

AIM

To run a meeting deciding on employment policy for a new (imaginary) company.

GRAMMAR AND FUNCTIONS

Modal verbs

VOCABULARY

company policy, agenda, dress code, timetable, employee participation, chair, chairperson

PREPARATION

Make one copy of the worksheet for each student.

TIME

25-35 minutes

PROCEDURE

- 1 Tell the students they are going to talk about rules at work. Give an example of a rule you have to follow in your job: *I have to hand in registers at the end of each month showing which students were in each class.*
- 2 Ask them to give examples of rules they have to follow in their jobs.
- 3 Ask them to get a piece of paper and a pen to take a dictation.
- 4 Dictate this sentence: *If I ever set up on my own, the kind of business I would like would be... I would call it...*
- 5 Ask them to complete the sentence with their own ideas. Allow a minute or two. Not everyone will complete the sentence. Don't worry about that, you don't need suggestions from everyone.
- 6 Ask what they have written. Write the different ideas on the board, along with the names of the students who made the suggestions (*Paco: Delgado Associates - a residential management training centre*).

7 Choose the most interesting suggestions.

8 Divide the class into groups of three to five. Each group is the board of directors of a new company. The companies will be selected from the ones on the board (make sure each board of directors includes the 'founder', ie the student whose idea is being used).

9 Set up the situation and tell them they are going to hold a meeting to decide on some aspects of company policy.

10 Appoint a chairperson in each group, not necessarily the founder.

11 Give out copies of the agenda. Ask the students to complete the *date* and *present* lines: (present = the people present at the meeting, ie in their group).

12 Write the following on the board:

THE TASKS OF THE CHAIR

Make sure everyone gets a chance to speak

Keep speakers to the agenda

Summarise discussions and points of view

Ensure decisions get made.

The chair should also keep notes about decisions which are made. In larger groups you may want to appoint a secretary.

13 Ask the chairpeople to open their meetings.

14 Allow the groups to work through the agenda (about 15 minutes) then ask different chairpeople to report to the class on the decisions they made. This may lead to further discussion.

FOLLOW-UP

- Ask the students to write a memorandum to employees explaining the decisions they made in the meeting.
- If they all work for the same company, ask them to discuss possible changes in the rules they have at work.
- If they work for different companies, ask them to compare, in pairs or small groups, the rules in their organisations.