

Pre-intermediate B1

Analysing organisations	<ul style="list-style-type: none"> • Distinguish different types of organisations • Understand the role of stakeholders in an organisation • Learn how to use business models to analyse a business and its environment 	<ul style="list-style-type: none"> • Think about different types of organisations and what their objectives are • Think about how analysing organisations is used in business strategies 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Learn new words and phrases related to analysing an organisation • Apply business models to analyse organisations
Change management	<ul style="list-style-type: none"> • Understand different approaches to change management • Recognise why people resist change 	<ul style="list-style-type: none"> • Analyse your own approach to change management • Think about the best way to plan and make changes 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Identify driving forces and restraining forces in a force field diagram • Order a series of actions to best manage a change
Project management	<ul style="list-style-type: none"> • Understand how to plan and lead a project successfully • Learn new words and phrases to talk about projects 	<ul style="list-style-type: none"> • Analyse different approaches to project planning • Think about why projects are successful or fail 	<ul style="list-style-type: none"> • Listen to a lecture and make notes on project management • Use a Gantt chart to plan a project • Group tasks using a work breakdown structure
Motivation at work	<ul style="list-style-type: none"> • Understand what motivates people at work • Learn new words and phrases to discuss motivation • Distinguish different models relating to motivation 	<ul style="list-style-type: none"> • Consider the importance of motivation in the workplace • Analyse different approaches to motivating people • Think about the best way to understand colleagues' values and expectations 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Identify career anchors for different people • Apply motivation models to an example situation • Identify solutions to improve motivation of an employee
Meetings	<ul style="list-style-type: none"> • Understand how to chair and participate in meetings including 'virtual' meetings • Learn new words and phrases to use in meetings 	<ul style="list-style-type: none"> • Analyse different approaches to planning a meeting • Think about the best way to achieve the objectives of a meeting 	<ul style="list-style-type: none"> • Listen to a lecture and make notes • Complete an agenda for a meeting • Listen to phrases from a meeting and know how to use them