

# Upper intermediate B2

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Understand the importance of leadership for organisations</li> <li>• Learn about different theories relating to leadership</li> <li>• Learn about different leadership structures in organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Think about the effect leadership has on organisations</li> <li>• Reflect on what kind of leader students are and wish to be</li> <li>• Consider the difference between leadership and management</li> <li>• Compare contrasting ideas about leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to a lecture on leadership and make notes</li> <li>• Learn new words and phrases to describe different approaches to leadership</li> <li>• Analyse the leadership structure of an organisation</li> <li>• Apply a business model to analyse leadership styles</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• Understand what culture means to organisations</li> <li>• Learn how business models can measure culture</li> <li>• Understand how a cultural web can be used to analyse culture in an organisation</li> <li>• Identify key skills managers need to work with organisations with different cultures</li> <li>• Learn new vocabulary and phrases to describe culture in organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Think about what culture means and how it affects organisations</li> <li>• Reflect on how culture differs in organisations</li> <li>• Consider how to deal with employees from different cultures</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to a lecture on culture and make notes</li> <li>• Analyse an organisation using Hofstede's dimensions</li> <li>• Analyse an organisation using a cultural web</li> </ul>
<b>Working with figures and visuals</b>	<ul style="list-style-type: none"> <li>• Understand the key financial documents an organisation produces</li> <li>• Identify the differences between financial documents</li> <li>• Learn about different visuals and what they show</li> <li>• Understand and interpret different types of charts and graphs</li> <li>• Learn ways to describe finances and visuals</li> </ul>	<ul style="list-style-type: none"> <li>• Think about the importance of understanding financial information</li> <li>• Consider how organisations can be analysed using financial information</li> <li>• Reflect on when different visuals should be used</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to a lecture on visuals and make notes</li> <li>• Analyse a company's profit and loss statement</li> <li>• Analyse a graph showing a company's sales and profits</li> </ul>
<b>Recruitment</b>	<ul style="list-style-type: none"> <li>• Understand the processes and documents involved in recruitment and selection</li> <li>• Learn about the roles and responsibilities in recruitment and selection</li> <li>• Identify some business language for recruitment and selection</li> <li>• Identify the key sections of a Curriculum Vitae</li> </ul>	<ul style="list-style-type: none"> <li>• Reflect on how Human Resources (HR) has evolved in modern-day companies</li> <li>• Analyse the process of recruitment and selection</li> <li>• Consider the importance of the Curriculum Vitae in the selection process</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to a lecture and make notes on writing a Curriculum Vitae</li> <li>• Complete a job advert using recruitment documents</li> <li>• Complete a Curriculum Vitae for a job application</li> </ul>
<b>Successful negotiations</b>	<ul style="list-style-type: none"> <li>• Understand and evaluate approaches to negotiations</li> <li>• Understand the purpose of negotiations</li> <li>• Define and apply frameworks for negotiating</li> <li>• Learn some business language about negotiating</li> </ul>	<ul style="list-style-type: none"> <li>• Reflect on the skills good negotiators need</li> <li>• Analyse and assess various abilities as a negotiator</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to a lecture on negotiations and make notes</li> <li>• Learn new words and phrases to use for negotiating</li> <li>• Identify the stages in a negotiation</li> <li>• Relate key phrases with stages in a negotiation</li> </ul>