A conference programme

Read the programme for a management conference to practise and improve your reading skills.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary	Definitions
1. …… to adapt	a. to think carefully about something
2. …… to explore	b. to change your behaviour for new conditions
3. …… to consider	c. to look into or discuss something in detail
4. …… to ensure	d. a worker
5. …… uncertain	e. the good things about something
6. …… the positives	f. unsure, unclear, unknown
7. …… development	g. to make sure something happens
8. …… an employee	h. change, growth or progress

Reading text: A conference programme

Morning programme

9.00–9.30	**Conference opening** *Dr Jon Martinez*		
9.30–10.45	**Management styles** *with Helena Clark* Consider the different management styles and how you can adapt yours to suit your team.	**Giving feedback** *with Amelia Novak* Explore the different ways to give feedback to maximise development.	**Managing change** *with Akira Yoshida* Help your employees deal with change and to see the positives change can bring.
10.45–11.15	**Coffee break**		

11.15–12.30	**Using storytelling in leadership communication** *with Antoine Martin* Sometimes, the best way to communicate with your team is by telling stories. Find out how to do this in this workshop.	**Leading small businesses** *with Cheng Wei* How is leading small businesses different and how can leaders of small businesses bring success to their team?	**Leading in uncertain times** *with Omar Abboud* Uncertainty can affect the success of your team. Learn to bring confidence to your team in a time of uncertainty.

Afternoon programme

12.30–2.00	**Lunch**		
2.00–3.15	**Managing international projects** *with Alisa Petrov* Consider how to ensure successful intercultural communication in your international teams.	**Developing creative thinking in your team** *with Mariana Silva* How can you get your team to think more creatively? Explore the different ideas that can help your team see things in a new way.	**Conflict management** *with Tracy Edwards* Conflict can create problems in your team, but managing conflict well can bring about development. Learn how to manage conflict in this workshop.
3.15–4.15	**Group discussions**		
4.15–5.00	**Conference closing** *Dr Grace Moloney*		

Tasks

Task 1
Are the sentences true or false?

		Answer	
1.	Helena Clark thinks that we should know our own management style and not change it.	True	False
2.	Amelia Novak believes that we should give feedback to help our employees get better at what they do.	True	False

3. Akira Yoshida will focus on the problems with change.	True	False
4. Cheng Wei believes that leading small businesses is different from leading big ones.	True	False
5. Omar Abboud thinks that when your team doesn't feel sure about the things happening around them, it can cause problems.	True	False
6. Tracy Edwards believes that conflict is bad and you should not let it happen in your team.	True	False

Task 2
Complete the sentences with words from the box.

think	deal with	manage
give	tell	explore

1. Being positive and patient will help employees ……………………………… change.
2. Team leaders should consider how they ……………………………… feedback to motivate their team.
3. Marketing experts say your brand should ……………………………… a story.
4. Team members should be encouraged to solve problems together and ……………………………… creatively.
5. Talking about plans with a colleague can help to ……………………………… ideas.
6. It is important that people know how to ……………………………… conflict at work.

Discussion
Which of the conference sessions would you attend? Why?

Answers

Preparation task

1. b
2. c
3. a
4. g
5. f
6. e
7. h
8. d

Task 1

1. False
2. True
3. False
4. True
5. True
6. False

Task 2

1. deal with
2. give
3. tell
4. think
5. explore
6. manage