



NEW BUSINESS ENGLISH 5

Lesson 16

Employee Training and Development



LEARNING GOALS

- ◆ Asking for Opportunities
- ◆ Describing Your Commitment



What would you say?

Scenario: You have recently been interested in learning new skills to stay competitive at work. Ask your supervisor if there are trainings or seminars available that you could take part in.



Is there something
I can do for you?

Situational Dialogue

- ▶ Kenzo asks for some training opportunities.





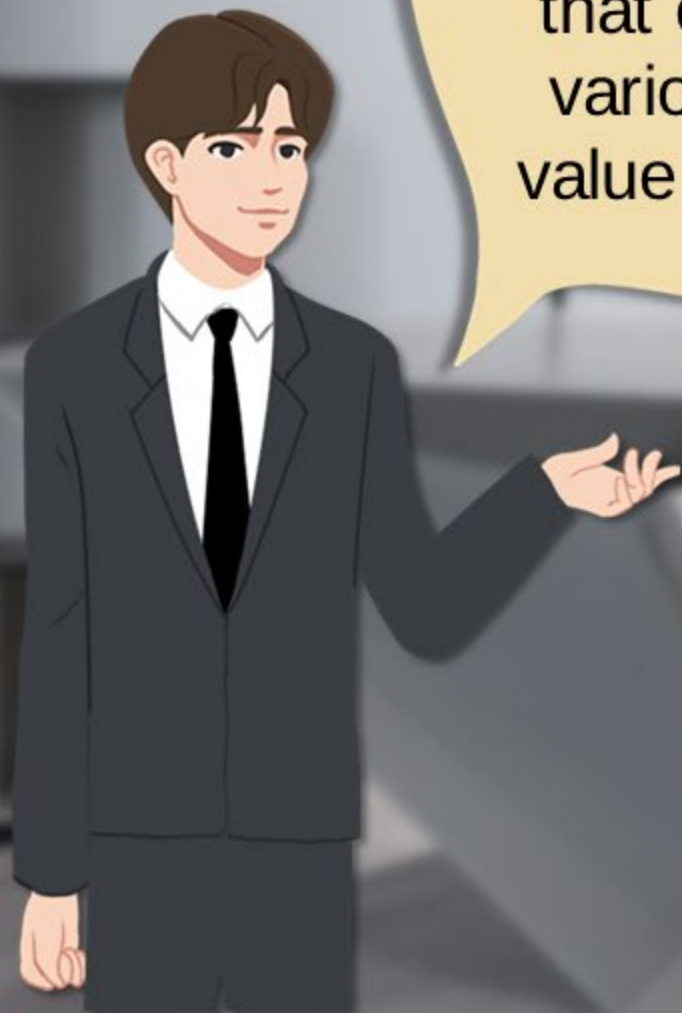
Hi, Ms. Chen. Do we have any training I can take part in?

Yes, there is a seminar about customer service next week. Are you willing to attend it?





Absolutely! I am committed to constantly learning new skills and strategies to enhance my professional capacity. There's no doubt that every participant would benefit from various training programs. Thus, I really value every opportunity to get trained and improve my performance.





I can sense your
enthusiasm at work.

Thank you, Ms. Chen.
I will continue doing my
best for our company.



Key Vocabulary

Learn the new words and answer the questions.



seminar

(n.) a class on a particular subject, usually given as a form of training

e.g. She conducted a **seminar** for two hours.



committed

(adj.) loyal and willing to give your time and energy to something that you believe in

e.g. He is very **committed** to his job.



benefit

(V.) to be helped by something or to help someone

e.g. They would **benefit** from the new policy.

Dialogue Review

Have a role play and answer the questions.



Kenzo asks for some training opportunities.

Kenzo: Hi, Ms. Chen. Do we have any training I can take part in?

Ms. Chen: Yes, there is a **seminar** about customer service next week.
Are you willing to attend it?

Kenzo: Absolutely! I am **committed** to constantly learning new skills and strategies to enhance my professional capacity. There's no doubt that every participant would **benefit** from various training programs. Thus, I really value every opportunity to get trained and improve my performance.

Ms. Chen: I can sense your enthusiasm at work.

Kenzo: Thank you, Ms. Chen. I will continue doing my best for our company.

Let's check the learning goal!



Kenzo asks for some training opportunities.



1. Asking for Opportunities

Kenzo: Hi, Ms. Chen. **Do we have any training I can take part in?**

Ms. Chen: Yes, there is a seminar about customer service next week.

Are you willing to attend it?  **2. Describing Your Commitment**

Kenzo: Absolutely! **I am committed to constantly learning new skills and strategies to enhance my professional capacity.** There's no doubt that every participant would benefit from various training programs. Thus, I really value every opportunity to get trained and improve my performance.

Ms. Chen: I can sense your enthusiasm at work.

Kenzo: Thank you, Ms. Chen. I will continue doing my best for our company.

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking for Opportunities

- Do we have any (**opportunity**) I can take part in?
- I'm wondering if there is any (**opportunity**) available next week.
- I'm currently searching for (**opportunity**) , could you tell me which one is available?

Example Sentences:

- I'm interested in pursuing additional training to support my current position. Do you have any available training open to all employees?
- I'm currently searching for trainings to enhance my skills in marketing, could you tell me which one is available?

Common Employee Opportunities

- training
- seminar
- manager coaching
- peer coaching
- cross-training



Supposing you would like to take part in extra training, how would you ask your manager?

Learning Goals

Learn the key expressions and sentence structures.

∴ Describing Your Commitment

- I'm committed to constantly learning new skills and strategies + **(reason)**.
- I'm dedicated to honing my skills in + **(noun)** + **(reason)**.
- I'm willing to attend training to + **(verb)**.

Example Sentences:

- I am committed to constantly learning new skills and strategies to enhance my professional capacity.
- I'm dedicated to honing my skills in content marketing for me to be able to develop good relationships with customers.

Other Verbs in Describing Commitment:

- gain
- enhance
- develop
- obtain
- improve
- challenge
- acquire
- achieve
- hone
- attain



What type of skills are you most committed to? Why?

Semi-open Dialogue

Have a role play.

Scenario: Imagine you are a new employee in the company. You want to attend some training to improve your skills in marketing. Ask for opportunities and express your commitment.



∴ You can refer to the following key expressions:

- Do we have any (opportunity) I can take part in?
- I'm wondering if there is any (opportunity) available next week.
- I'm dedicated to honing my skills in + (noun) + (reason).
- I'm willing to attend training to + (verb).

Learn the difference between training and development.

∴ Difference Between Training and Development

Training

- ▶ It is short-term focused.
- ▶ It equips individuals with skills to handle specific tasks in the future.
- ▶ It is designed to meet the needs of the employee.
- ▶ It can be initiated by either the employee or the management team members.



Development

- ▶ It is longer-term focused.
- ▶ It provides a person with conceptual knowledge so that they can control operations of the company in the future.
- ▶ It focuses on the development of an individual's position or function.
- ▶ It is mostly initiated by management team members.



Which do you think is more useful? Why?

Overview

Keywords and expressions:

seminar/ committed/ benefit

*Do we have any (opportunity) I can take part of in the future?
I'm wondering if there is any (opportunity) available next week.
I'm currently searching for (opportunity) , could you tell me
which one is available?*

*I'm committed to constantly learning new skills and strategies + (reason).
I'm dedicated to honing my skills in + (noun) + (reason).
I'm willing to attend training to + (verb).*

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