

HR vocabulary trends

Choose one thing from below and describe what you believe to the **past, present and future** of that thing and see if your partner agrees with your description and predictions.

OR

Choose one of the things below and pretend you are giving a presentation on that topic, starting from greetings and personal introduction etc and including past, present and future trends in the body of the presentation. You can **talk about one group of people, your company, your sector, this country, this region, the world more generally**, etc. Make up any information which you aren't sure about. After the Q&A, your partner will try to guess which information you made up.

Useful language

Sounding unsure

As far as I remember...

I imagine.../ I guess...

I'm no expert on this, but...

From what I've heard,...

Reactions

That's more or less correct./ I partially agree.

I think you're (a bit/ much) too optimistic/ pessimistic.

Actually, (I heard that)...

- Absenteeism/ Skipping work
- Age of retirement
- Applications with application forms (rather than sending a more general CV)
- Average age
- Benefits/ Perks
- (Annual/ Semi-annual/ Xmas/ end of year/ performance-related) bonuses
- Company accommodation
- Company image among potential recruits
- Cross-functional teams
- Days off
- Deadlines
- Discrimination against women/ working mothers
- Dismals (= Sackings/ Firings)
- Diversity
- Early retirement
- Efficiency
- Entertainment expenses
- Executive compensation (pay, golden handshake, stock options, etc)
- Foreign-born staff
- Hourly wages
- Industrial relations
- Internal promotions
- Internships

- Job satisfaction
- Length of probationary periods
- Levels of management
- Managers with MBAs
- Maternity leave/ Paternity leave
- Middle managers
- New recruits
- Number of applicants per job
- Outsourcing
- Overtime payments
- Payroll/ Staff levels/ Workforce
- Pensions
- People not accepted after their probationary period
- Performance-related pay
- Permanent employees/ Employees with a job for life
- Profit sharing
- Recruitment of people with relevant work experience
- Redundancies
- Relations between management and workers
- Resignations/ People quitting their jobs
- Responsibilities/ Duties of middle managers
- Responsibilities/ Duties of office workers
- Sabbaticals
- (Gross/ Net/ Monthly/ Annual) salaries
- Sick days
- Smokers
- Spending on training/ Training budget
- Staff autonomy
- Staff motivation
- Staff on temporary contracts
- Staff turnover
- Stress
- Trade union membership (= Labor union membership)
- (Long term) unemployment
- Unsolicited CVs/ job applications
- Use of agency staff/ dispatch staff
- Use of consultants
- Use of freelancers
- Use of headhunters
- Use of panel interviews
- Use of probationary periods/ trial periods
- Use of psychometric tests
- Use of recruitment companies
- Women in (top) management positions
- Working hours
- Working parents

Ask about any vocabulary above which you don't understand.