### Topic 14.5

# **Employees – Increasing Productivity**



# productivity N-COUNT

Productivity is the rate at which goods are produced or work is completed.

The third-quarter results reflect continued improvements in productivity.

His method of obtaining a high level of productivity is demanding.

#### morale N-UNCOUNT

Morale is the amount of confidence and cheerfulness that a group of people have.

Personnel officers and managers must work together to enhance employee morale and improve organizational performance. One of your first priorities should be to work with managers to improve staff morale.

Many pilots are suffering from low morale.

#### **Common Collocations**

low morale staff morale to boost morale

### sick leave n-uncount

Sick leave is the time that a person spends away from work because of illness or injury.

I have been on sick leave for seven months with depression. I have no paid holiday, no paid pension or paid sick leave.

#### unproductive ADI

Something or someone that is unproductive does not produce any good results.

Research workers are well aware that much of their time and effort is unproductive.

...vast, unproductive state farms.

For businesses to survive the tough times, and prosper in the good, they have to stand ready to cut costs and let unproductive staff go.

#### asset (assets) N-COUNT

Something or someone that is an **asset** is considered useful or helps a person or organization to be successful.

We have here a very loyal, skilled and semi-skilled engineering workforce who would be an asset to any employer. Anne has a wealth of experience in presenting and reporting and her obvious talent will be a great asset.

 motivate (motivates, motivating, motivated) VERB motivated ADI motivation N-UNCOUNT

If you are motivated by something, especially an emotion, it causes you to behave in a particular way. Someone who is motivated has a strong wish to do something. Motivation is a strong wish to do something.

They are motivated by a need to achieve.

I don't want to be missing out. And that motivates me to get up and do something every day.

...highly motivated employees.

Some boredom and lack of motivation may be the result of heavy schedules and several years in the business.

#### **Common Collocations**

highly motivated self-motivation lack of motivation the motivation behind something

# job satisfaction n-uncount

Job satisfaction is the pleasure that you get from doing your job.

I doubt I'll ever get rich, but I get job satisfaction. Employees can benefit from reduced commuting time, more flexible work hours and increased job satisfaction. They don't like their working conditions, they feel they are poorly supervised and have a lower level of job satisfaction than in any other European country.

### absenteeism N-UNCOUNT

Absenteeism is the fact or habit of frequently being away from work, usually without a good reason.

...the high rate of absenteeism.

Absenteeism among a group of female workers was more tolerated than the same level among males.

# workplace (workplaces) N-COUNT

Your workplace is the place where you work.

...the difficulties facing women in the workplace. Their houses were workplaces as well as dwellings. Workplace canteens are offering healthier foods than ever before.

corporate culture: Topic 13.3; dress code: Topic 13.3

#### Topic 14.5

on a Friday.

d Productivity is now at its lowest on \_\_\_

### **Employees - Increasing Productivity**



#### PRACTISE YOUR VOCABULARY

	ture often motivates w	orkers in thei	r jobs. This ma	y lead to	increased p	roductivity	/.
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Use the words in the bo	x to complete the pa	ragraph.					
workplace job satisfa	action unproductive	motivated	absenteeism	asset	productivity	′	
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ook at the figures and	answer the questions	š.					
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Breakers Inc.	9		c Which firm	probably	has the low	est levels	of employee
Iron & Steel to order	5		motivation?				. ,
Daniel's Motor Co.		3			has the low	est levels	of job satisfaction
National average	5	e Which firm					
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