

Listen to the interview again and using the words below, complete the appraisal report on Peter Grahame. Decide on the last two action points yourself and then compare them with a partner.

communicate • cultural • decrease • delegate • leadership • long-term sickness • production director • overtime • relationships • skills • training manager • to detail

Aus-pharma AG

Appraisal Report

Name: Peter Grahame
Appraiser: Gaby Meyer
Date: 12 December 20..

Job title: Team Leader (bottling)
Location: Vienna
Date of last appraisal: na

Strengths:

Attention _____¹, excellent. Accuracy, good.

Peter feels he doesn't have any problems with staff _____².

Wife now in employment of her choice.

Weaknesses:

Peter doesn't always _____³ to team members and this causes overwork for himself and thus a _____⁴ in output. Communication _____⁵ need attention.

Problems:

Decrease in output caused by Antonio's _____⁶, inability of other team members to work _____⁷, shortage of staff in the team. Peter didn't feel able to _____⁸ with me. Antonio needs _____⁹ training (as does all the team!).

Action:

1 Speak to _____¹⁰ about:

- temporary transfer of member of staff to Peter's team.
- _____¹¹ skills and time management training for Peter.

2 Talk to _____¹² about cultural training for all of Peter's team.

3 _____¹³.

4 _____¹⁴.

Signed: Appraiser _____ Appraisee _____