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https://www.100test.com/kao_ti2020/150/2021_2022_BEC_E9_AB_98_E7_BA_A7_E5_c85_150755.htm in training seminars. firms that create a safe working environment prevent injuries and improve the morale of their employees. many firms, such as allied signal, now identify workplace safety as one of their main goals. levi strauss and company imposes safety guidelines not only its u.s. facilities but also on asian factories where some of its clothes are made. starbucks coffee company has developed a code of conduct in an attempt to improve the quality of life in coffee-producing countries. life skills: the importance of being able to cope with stress in a job technology: the importance of training staff in how to use new technology when introducing it into the workplace speaking test part iii sample dialogues time management [definition: the manner by which managers allocate their time when managing tasks] sample zhang: hi, ms wang, you know, our company is sort of out of control these days. don ' t you think so? wang: yeah. everything seems to be in disorder here in our company. and that obviously has a lot to do with poor time management. zhang: you mean poor time management has caused all these problems. why? wang: when time is not well planned within a company, they usually do not allocate blocks of time to specified tasks. they do not have a definite idea of when they should complete a certain task. and ... zhang: and i think they often neglect the ordering of priorities. i mean certain tasks need our prior attention. but in our company every task is treated on an

equal basis, even if it is a very urgent task. wang: that ' s the point. so time should be planned according to the importance of the tasks we need to deal with. zhang: so what do you think we can do so that time is managed effectively here in our company? wang: you mean what procedures we can adopt? zhang: sure. that ' s what our boss is asking us to do. right? wang: right. i think we ' ve got a lot to do. first, we should make all the staff mem 100Test 下载频道开通 , 各类考试题目直接下载。 详细请访问 www.100test.com