

Unit 12 – Workplace and career ambitions

Workplace key terms

coworking space	Mehtap enjoys working in a coworking space because it is flexible and social.	Coworking-Space, gemeinschaftlicher Arbeitsraum
home office	Lucia prefers her home office for quiet work and video meetings.	Arbeitsplatz zu Hause
open-plan office	An open-plan office helps employees communicate more easily, but it can be noisy.	Großraumbüro, offenes Büro
private office	Kemal asked for a private office to focus on his projects without distractions.	Einzelbüro, privates Büro

The ideal work setting

Pros of working in an office

to access office resources and equipment	Working in the office allows employees to access office resources and equipment easily.	auf Büroressourcen und -ausstattung zugreifen
to build professional relationships	Peroz enjoys going to the office because it helps him build professional relationships.	professionelle Kontakte aufbauen, berufliche Beziehungen pflegen
to attend meetings in person	Attending meetings in person can make communication clearer and faster.	an Besprechungen persönlich teilnehmen
to collaborate easily with colleagues	Latife finds it easier to collaborate with colleagues when everyone is in the same office.	eine reibungslose Zusammenarbeit mit Kollegen/Kolleginnen ermöglichen, gut mit Kollegen/Kolleginnen kooperieren
to separate work from home life	Working in an office, not at home, helps people separate work from home life and relax after work.	Arbeit und Privatleben voneinander trennen

Cons of working in an office

to follow strict office hours	Many employees find it difficult to follow strict office hours every day.	feste Bürozeiten einhalten
to have less flexibility in breaks	Gamze sometimes complains that she has less flexibility in breaks than when working from home.	weniger flexible Pausen haben
to deal with office distractions	Willow needs to deal with office distractions like phone calls and coworkers chatting.	mit Ablenkungen im Büro umgehen
to manage office politics	Vukan has learned how to manage office politics carefully to keep strong relationships.	mit Büro- bzw. Unternehmenspolitik umgehen

Pros of working from home

to have more control over your daily schedule	Working from home gives you more control over your daily schedule compared to an office.	mehr Kontrolle über den eigenen Tagesablauf haben
to avoid time spent commuting to the office	One benefit of working from home is to avoid time spent commuting to the office each day.	die Zeit für den Arbeitsweg ins Büro vermeiden / einsparen

Cons of working from home

to miss social interaction	Sometimes employees working remotely miss social interaction with colleagues.	sozialen Austausch vermissen
to face distractions at home (<i>like family or household tasks</i>)	Lazar struggles to face distractions at home, such as family or household tasks.	zu Hause Ablenkungen ausgesetzt sein (z. B. durch Familie oder Haushaltsaufgaben)

to have difficulty staying motivated without direct supervision	Some people have difficulty staying motivated without direct supervision.	ohne direkte Aufsicht Schwierigkeiten haben, motiviert zu bleiben
Pros of working in a coworking space		
to collaborate on interesting projects	At the office, you can collaborate on interesting projects with your team.	an interessanten Projekten zusammenarbeiten
to network and build professional connections	Attending meetings in person helps you network and build professional connections.	Netzwerke aufbauen und berufliche Kontakte knüpfen
to meet new people from various industries	Gil can meet new people from various industries because they all share a coworking space.	neue Leute aus verschiedenen Branchen kennenlernen
to share ideas and get inspired	Brainstorming sessions are useful to share ideas and get inspired.	Ideen austauschen und sich inspirieren lassen
to have a flexible and dynamic work environment	A coworking space can provide a flexible and dynamic work environment.	ein flexibles und dynamisches Arbeitsumfeld haben
Cons of working in a coworking space		
to deal with different work habits and schedules	Managers sometimes need to deal with different work habits and schedules in the office.	mit unterschiedlichen Arbeitsgewohnheiten und -plänen umgehen
to struggle with limited personal space	In an open-plan office, some employees struggle with limited personal space.	Schwierigkeiten haben, mit begrenztem persönlichem Raum zurechtzukommen
to have less privacy for confidential work	Private conversations are difficult when you have less privacy for confidential work.	weniger Privatsphäre für vertrauliche Arbeiten haben
to face competition or conflicts with others	Working closely with others can sometimes mean you face competition or conflicts with others.	mit Konkurrenz oder Konflikten mit anderen konfrontiert sein
to get distracted by noise or conversations	Simeona often gets distracted by noise or conversations in the open office area.	durch Lärm oder Gespräche abgelenkt werden
Workplace truths and challenges		
to check one's phone	It is normal for employees to check their phone during short breaks.	das Handy überprüfen, aufs Handy schauen
to find the noise unbearable	Some people find the noise unbearable in an open-plan office.	den Lärm als unerträglich empfinden
to suit different kinds of work	Many young people develop a wide range of skills to suit different kinds of work and keep their career options open.	für verschiedene Arten von Arbeit geeignet sein, unterschiedlichen Arbeitsarten gerecht werden
to meet an employee's needs	Good managers try their best to meet an employee's needs wherever possible.	auf die Bedürfnisse von Mitarbeitenden eingehen
to have different work habits	Teams often have members who have different work habits and routines.	unterschiedliche Arbeitsgewohnheiten haben
to involve employees in the workplace design process	The company decided to involve employees in the workplace design process for better results.	Mitarbeitende in die Gestaltung des Arbeitsplatzes einbeziehen
to feel unheard and undervalued	Staff can feel unheard and undervalued if communication is poor.	sich nicht gehört und nicht wertgeschätzt fühlen
to provide a supportive and inclusive workplace culture	A good manager works hard to provide a supportive and inclusive workplace culture.	eine unterstützende und inklusive Unternehmenskultur bieten
to recognise individual differences	Leaders should recognise individual differences to help everyone work effectively.	individuelle Unterschiede anerkennen

Factors influencing satisfaction in employment and education		
to contribute to a more enjoyable school experience	Fun activities can contribute to a more enjoyable school experience for everyone.	zu einem angenehmeren Schulerlebnis beitragen
to develop social skills	Students join clubs and sports teams to develop social skills.	soziale Fähigkeiten entwickeln
to participate in class discussions	Teachers encourage pupils to participate in class discussions to improve learning.	an Klassendiskussionen teilnehmen
to have a sense of belonging	Feeling included in school events helps students have a sense of belonging.	ein Zugehörigkeitsgefühl haben
to improve one's well-being	Regular breaks and outdoor activities can improve one's well-being.	das eigene Wohlbefinden verbessern
to encourage a healthy school-life balance	The principal works hard to encourage a healthy school-life balance for students.	eine gesunde Balance zwischen Schule und Privatleben fördern
to provide an inclusive atmosphere	Classrooms are designed to provide an inclusive atmosphere for all learners.	eine unterstützende und inklusive Atmosphäre bieten
to offer career counselling	The school offers career counselling to help students make important decisions.	Berufsberatung anbieten
to ensure that students have a reasonable amount of homework	Teachers try to ensure that students have a reasonable amount of homework each week.	dafür sorgen, dass die Schüler/innen eine angemessene Menge Hausaufgaben haben
to create quiet study zones	Libraries and study rooms are created to provide quiet study zones.	ruhige Lernbereiche einrichten
to introduce peer mentoring programmes	Some schools introduce peer mentoring programmes to support younger students.	Peer-Mentoring-Programme einführen
Achieving success in the future job market		
the dropout rate increased	After the dropout rate increased, the school started a programme supporting students who struggle.	die Abbrecherquote, Schulabbrecherquote ist gestiegen
to have a strong determination to succeed	Slavka has a strong determination to succeed in her chosen career.	den festen Willen haben / fest entschlossen sein, Erfolg zu haben
to do an apprenticeship	Many students choose to do an apprenticeship to gain practical work experience.	eine Lehre machen
to be impressed by someone's talent and ambition	Employers are often impressed by someone's talent and ambition during interviews.	vom Talent und Ehrgeiz von jemandem beeindruckt sein
to pursue a university education	Stanislav decided to pursue a university education to improve his career prospects.	ein Hochschulstudium anstreben / absolvieren
to run a social enterprise	Some graduates want to run a social enterprise that helps local communities.	ein Sozialunternehmen leiten / führen
to encourage entrepreneurs to create jobs	The government started an initiative to encourage entrepreneurs to create jobs.	Unternehmer/innen ermutigen, Jobs zu kreieren
to be in high demand	IT specialists are currently in high demand across many industries.	stark nachgefragt sein, sehr gefragt sein
to empower young people with the necessary skills	Many companies offer training to empower young people with the necessary skills for their future careers.	junge Menschen mit den notwendigen Fähigkeiten / Fertigkeiten ausstatten
Future career goals and concerns		
to be working in a job related to ... (field)	Marinko hopes to be working in a job related to History.	in einem Beruf arbeiten, der mit ... (Bereich) zu tun hat
to run one's own business	Boban dreams of running his own business after gaining enough experience.	ein eigenes Unternehmen führen, ein eigenes Geschäft betreiben

to be working in a leadership role	Delilah wants to be working in a leadership role within the next five years.	in einer Führungsposition arbeiten
to have a degree / certificate in	Tomaso plans to have a degree / certificate in computer engineering before applying for jobs.	einen Abschluss / ein Zertifikat in ... haben
to specialise in ... (<i>field / branch</i>)	Hannah would like to specialise in marketing and digital media.	sich auf ... (<i>Bereich / Branche</i>) spezialisieren
to (not) worry about job security	Certain young professionals try not to worry about job security too much.	(keine) Sorgen um die Arbeitsplatzsicherheit haben
to stay flexible	It is important to stay flexible when new technologies change the workplace.	flexibel bleiben
to learn new skills	Students should aim to learn new skills that will help in their future careers.	neue Fähigkeiten / Fertigkeiten erlernen
to find meaning in one's work	Many people want to find meaning in their work, not just money.	Sinn in der eigenen Arbeit finden
to adapt to changes in the job market	Job seekers need to adapt to changes in the job market to stay competitive.	sich an Veränderungen auf dem Arbeitsmarkt anpassen
to improve one's ... time-management / speaking / presentation / discussion skills	Josie is taking an online course to improve her presentation skills.	die eigenen Zeitmanagement / Sprech- / Präsentations- / Diskussionsfähigkeiten verbessern
to develop a better understanding of something	Isaac read industry reports to develop a better understanding of the job market.	ein besseres Verständnis für etwas entwickeln
to keep a positive mindset	Even during tough times, it is important to keep a positive mindset.	eine positive Einstellung bewahren
to seek challenges	Adrijana always tries to seek challenges that will help her grow professionally.	Herausforderungen suchen
to be concerned about something	Gabriel is concerned about the high competition in his chosen field.	sich Sorgen / Gedanken um etwas machen
to stay calm	During stressful situations at work, Claire tries to stay calm.	ruhig bleiben
to focus on finding a solution	Cvijan focuses on finding a solution rather than worrying about problems.	sich darauf konzentrieren, eine Lösung zu finden
to learn how to handle difficult situations from someone	Ruslana hopes to learn how to handle difficult situations from her mentor.	von jemandem lernen, wie man mit schwierigen Situationen umgeht
problem-solving allows you to ...	Problem-solving allows you to deal with unexpected challenges efficiently.	Problemlösungsfähigkeiten ermöglichen es dir, ...
being a good problem-solver is vital / essential because ...	Being a good problem-solver is vital / essential because it helps you succeed in any career.	ein guter Problemlöser / eine gute Problemlöserin zu sein, ist entscheidend / wichtig, weil ...