



Business English Flashcards 1

Human Resources

Competences

Skills, knowledge and abilities possessed
by an organisation's employees

De-layering

The act of removing one or more levels in a management hierarchy to create a flatter organisation

Headhunting

The act of searching for new employees,
especially for professionals or executives

Downsizing

The act of substantially reducing the size of an organisation's workforce

Mentoring

The act by one individual of providing guidance to another (usually junior) individual on career development, learning and performance