

Email correspondence

- **Draft:** A draft in the context of email correspondence refers to a message that has been saved but not yet sent.
- **Attachment:** An attachment in email correspondence is a file sent alongside the message, such as a document or image.
- **Subject Line:** The subject line in an email is a brief summary that describes the content or purpose of the email message.
- **Signature:** A signature in email correspondence is a block of text that includes contact information and personal branding elements.
- **Recipient:** A recipient in email correspondence is the person or group who receives the message being sent in a professional setting.
- **Inbox:** An inbox is a digital storage space within an email account where received messages are stored for the recipient to view.
- **Email:** Email is a method of exchanging digital messages over a computer network, typically used for communication in a professional setting.

Working at your desk

- **Ergonomics:** Ergonomics at your desk involves arranging your workspace to promote comfort, efficiency, and overall well-being while working at a desk.
- **Posture:** The position of the body while sitting or standing at a desk, maintaining proper alignment to prevent strain or injury.
- **Keyboard:** A keyboard is a device used for inputting text and commands into a computer while working at a desk.
- **Mouse:** A small handheld device used to control the cursor on a computer screen by moving it across a flat surface.
- **Monitor:** A monitor is a screen used to display information from a computer, typically used for tasks such as writing reports.
- **Desk:** A desk is a piece of furniture typically found in an office setting used for working on tasks and projects.
- **Chair:** A chair is a piece of furniture designed for sitting at a desk, providing comfort and support during office work.
- **Workspace:** A designated area where an individual can comfortably work on tasks, typically equipped with a desk, chair, and necessary supplies.

Working on projects

- **Timelines:** Timelines refer to the specified dates and deadlines for completing tasks or milestones within a project at the office.
- **Teamwork:** Teamwork is the collaborative effort of a group of individuals working together towards a common goal or project.
- **Task Management:** Task management involves organizing, assigning, prioritizing, and tracking activities within a project to ensure efficient workflow and completion.
- **Milestones:** Milestones are significant achievements or events that mark progress in a project, helping to track and monitor its development.
- **Deliverables:** Tangible or intangible items produced as a result of completing tasks or milestones within a project at the office.
- **Deadlines:** Deadlines are specific dates or times by which tasks or projects must be completed or submitted in a work setting.
- **Collaboration:** Collaboration is the act of working with others to achieve a common goal or complete a project at the office.
- **Project Management:** Project management involves planning, organizing, and overseeing tasks to achieve specific goals within a set timeframe and budget.

Attending training sessions

- **Skills:** Skills refer to the abilities and knowledge acquired through training sessions to enhance performance and productivity in the workplace.
- **Workshop:** A workshop is a hands-on training session where participants learn and practice specific skills or techniques related to their work.
- **Training:** Training refers to the process of acquiring and improving skills and knowledge through organized sessions or classes at the office.
- **Seminar:** A seminar is a training session where participants learn about specific topics related to their work or industry.
- **Participate:** To engage in and contribute to training sessions at the office, actively involving oneself in learning and development opportunities.
- **Learning:** Learning in the context of attending training sessions at the office refers to acquiring new skills or knowledge for work.
- **Development:** Development in the context of attending training sessions at the office refers to acquiring new skills and knowledge for career growth.

- **Attendance:** Attendance refers to the act of being present at training sessions or events held at the office for learning purposes.

Human Resources

- **Compensation:** Compensation refers to the total sum of money and benefits provided to an employee in exchange for their work.
- **Employee Engagement:** Employee engagement refers to the emotional commitment an employee has to their organization, leading to increased productivity and job satisfaction.
- **Employee Relations:** Employee relations refers to the management of the relationship between employees and their employer, focusing on communication and conflict resolution.
- **Onboarding:** Onboarding is the process of integrating a new employee into the organization, including orientation, training, and socialization.
- **Performance Management:** Performance management is the process of ensuring employees' work contributes to the organization's goals through setting goals, feedback, and coaching.
- **Recruitment:** Recruitment is the process of attracting, screening, and selecting qualified candidates for job openings within an organization.

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