**Фамилия переводчика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Направление перевода:** *английский->казахский*

**Предметная область: *Маркетинг/Бизнес\_управление кадрами/Реклама***

***Примечание 1:*** *Тест состоит из двух частей*

***Примечание 2:*** *Необходимо сделать перевод приведенных ниже фрагментов текста*

***Примечание 3:*** *Перевод текста размещается ниже под текстом оригинала*

**Часть 1:**

**Оригинал:**

**Tips to improve organization's career development processes**

Here is a **list of tips** that you can use to plan the career development process in your local organization:

1. **Get managers on board to coach employees**: **supporting and developing managers in their roles as career coaches** is important for ensuring a consistent and effective approach to the engagement and development of the workforce.
2. **Understanding what a ‘career’ means to each employee**: with a diverse workforce, you **need to understand the expectations employee have of their careers** and manage expectations accordingly.
3. **Continue to promote development plans: employee need to consider how they will remain relevant, competitive and ultimately marketable** in their careers in this changing and digital world.
4. **Don’t neglect your hybrid/ virtual teams**: with the growth of globalization and hybrid/ virtual teams comes the **need for creative and flexible thinking around how formal and informal development opportunities** are delivered. Just because employees are out of sight doesn’t mean they should be out of mind when it comes to career development.

**Перевод:**

**Часть 2**

**Оригинал:**

What did speaking up mean to me?

The testimonial of an employee who chose to raise a Your Voice concern.

*Some time ago, I was subjected to intolerable behavior by my line manager, a behavior violating the \_\_\_ Code of Conduct. I spoke up and today I am ready to share with you my experience of going through the Your Voice process, what it meant for me on a personal level as well as for my career in \_\_\_, which I still very much enjoy.*

Before speaking up, what were your doubts or fears with regards to reporting your concern?

Before speaking up, I was confused and scared. I didn't know what people would think of me, what the outcome would be and especially what would be the impact on my career at \_\_\_. I was afraid to talk about what was happening and be harmed, or even fired. Even though I knew that speaking up was the right thing to do, fear and insecurity were everywhere.

I wanted to try to work things out on my own, to find other ways to ease the situation, but it was no use. I was crying and didn't know what to do, I was really lost.

I was afraid to speak up, but at the same time I didn't want to resign for something wrong that was happening to me.

You overcame those doubts and fears and eventually decided to speak up. What made you decide to go ahead?

I decided to speak up when the situation became untenable. I didn't think it was fair for me to have to leave a job that I loved, due to an unjust situation. I reached my limit and decided to speak up.

How did you feel during the Your Voice process?

The Your Voice process is very well structured and is managed by professionals that I will never forget in my life. It is not an easy process; the accounts of all the participants in the process are checked, including mine as the reporting person.

**Перевод:**