

Glossary and Abbreviations

A

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|---------------|--|
| Abnormal | not normal, different from standard or norm |
| Academic | theoretical |
| Acknowledges | recognises, receives |
| Adapt | live with, modify to fit in with, adjust to a different situation or condition |
| Adapts | modifies his behaviour to |
| Address | talk about, deal with |
| Adequately | properly, sufficiently |
| Adjustment | making changes |
| Alert | awake, paying attention |
| Anticipate | expect, wait for |
| Anticipation | being ready for |
| Appointed | selected, chosen |
| Approach | attitude, the way something is dealt with |
| Appropriate | useful and relevant |
| Aspects | parts, visible feature |
| Assertive | confident to say opinions |
| Assertiveness | putting forward your point of view |
| Associate | think of |
| Assumptions | unconscious feelings, thoughts |
| Attentive | paying attention |
| Attitudes | opinions, beliefs, thoughts |
| Authority | personal strength of character, being in charge, power, control |
| Available | ready for use, accessible |
| Awareness | knowledge and feelings toward |
| Axis | side of a graph e.g. x-axis |

B

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|----------------------------|--|
| Belongings | personal possessions, paraphernalia, personal property |
| Blame | point the finger at, accuse someone |
| Block (as in mental block) | mental stop, inability to remember or think of something |
| Bottlenecks | jams, obstacles, barriers, blockage |
| Brief | explain, inform of facts |
| Briefings | meeting or conversation to explain, short information transfer |
| Bypass | go past and around |

C

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|---------------|---|
| Categories | types, classification |
| Challenge | speaking up when something is or may be wrong, question |
| Channels | methods, routes |
| Chat | social talk, short talks, conversation |
| Circumstances | situation, events |
| Clash | crash, disagreement |
| Clarifies | makes clear, explains |
| Climate | feeling (atmosphere) between people, mood of situation |
| Coloured | influenced |
| Committed | in agreement to do it, dedicated, faithful |

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|-------------------|--|
| Complacency | false feeling of confidence (not mentioned but relevant), unaware or uninformed self-satisfaction |
| Compromise | find a middle solution, agreement, give and take |
| Concepts | mental picture, ideas |
| Conducting | doing, carrying out |
| Considerably | a lot, significantly, to a notably large extent |
| Confirms | agrees with |
| Confrontation | fighting, conflict, dispute |
| Confusion | being unclear, disorientation |
| Conscious | be aware of, mentally alert, attentive |
| Consider | think about, contemplate |
| Constantly | all the time, continually |
| Contribution | effort, help, part, input |
| Convinced | sure, believe strongly, persuaded |
| Cross-examination | test, questioning |
| Cure | fix, solution to problem |
| D | |
| Dare | feel confident enough to |
| Dealing with | talking about, relating to |
| De-briefing | a meeting or talk after an event |
| Deceive | trick, confuse, be dishonest, mislead |
| Defusing | taking out the fuse – disarming as in a bomb |
| Degrade | make worse, diminish worth, (humiliate if referring to a person) |
| Delegate | give tasks to others, assign responsibility |
| Delegation | handing over work to others to do |
| Deliberately | intentionally, purposely |
| Deny | not accept, decline, oppose |
| Detect | discover, see |
| Deteriorating | getting worse, degenerate |
| Diplomatically | politely, carefully |
| Discouraged | disappointed so that you give up, disheartened |
| Dislike | not like |
| Distorted | badly affected |
| Dominate | control too much, rule, dictate |
| Duplication | repeating, copy |
| E | |
| Effort | task, job, work, exertion |
| Elderly | old |
| Enrich | make richer, improve, enhance |
| Entirely | completely |
| Environment | atmosphere between people, surroundings |
| Essential | absolutely necessary, important, vital |
| Establishing | creating, the act of founding |
| Exceeded | gone past, surpassed |
| Existing | current, actual |
| Extensive | large, big, broad |
| Extremes | very unusual, excess, very intense, highest degree |
| F | |

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|------------------|---|
| Facing | meeting, experiencing |
| Fixation | getting stuck, obsession |
| Flee | run away to escape |
| Flexible | ways around, adaptable, responsive |
| Flips | switches, changes |
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| G | |
| Garbage | rubbish, waste |
| Gather | collect, bring together |
| Guidelines | help, advice, tips, company policies give advice, ground rules |
| <hr/> | |
| H | |
| Habits | actions normal to a culture, custom, practice, tendency |
| Harmony | peace, good relationships, balance, social agreement |
| Haste | speed, urgency, hurry |
| Heroism | being a hero |
| Humor | fun, joke, comedy |
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| I | |
| Ideal | the best, model |
| Improvement | getting better |
| In doubt | you have any uncertainties, not believing, suspicious |
| Influence | control the acts of someone or a process, have an effect on, power, authority |
| Initiative | taking the lead |
| Insights | understanding, explanations, new ideas |
| Inspiring | uplifting, encouraging |
| Instinctively | by instinct, naturally |
| Intellectual | mental, very smart |
| Intended | meant, planned |
| Interactive | two way, mutual |
| Intercepting | trapping, interrupt, prevent |
| Interfering | stepping in when not wanted |
| Interpret | put your translation on, define, describe |
| Interpreter | someone who translates |
| Intervening | in the middle |
| Involve | be with, include |
| <hr/> | |
| L | |
| Lack | not have, deficiency |
| Likely | probable |
| Limits | edges, restriction, boundary |
| Loop | circle, spiral |
| Loss of face | lose reputation, lose standing, humiliation, shame |
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| M | |
| Margin | area, border, limit, edge, room around something |
| Material success | owning material things like money, etc |
| Misinformation | false/wrong information |
| Misunderstand | not understand, get the wrong idea |
| Moderating | calming, constraining, mediating |
| Monitoring | watching and checking |

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| Motivates | makes people act the way they do, to inspire |
| Mutual | to each other, common, shared |
| <hr/> N | |
| Necessarily | as a necessary result, of necessity |
| <hr/> O | |
| Obsession | strong interest, fixation |
| Obvious | clear and easily seen |
| Offended | upset |
| Opinions | beliefs |
| Opportunities | possibilities |
| Opportunity | time, possibility |
| Orientation | getting used to a situation, familiarisation, direction |
| Originator | person who starts, creator, discoverer |
| Overlooked | left out, forgotten, missed |
| <hr/> P | |
| Performance | results, accomplishment |
| Persuade | convince, talk him into |
| Poor | bad |
| Possibilities | potential, opportunities |
| Postponing | leaving to later |
| Power distance | distance between rich and poor (could be more than money), superior and subordinate |
| Precision | being exact, accuracy |
| Preference | desire, choice |
| Pre-planning | planning before a voyage or time |
| Preservation | keeping for the future, conservation |
| Previous | in the past |
| Principles | basic theory, standard |
| Productive | efficient, fruitful |
| Provoke | cause, make someone angry |
| <hr/> R | |
| Receiving end | the effect another person's style has on you |
| Reinforces | makes stronger, strengthen |
| Reflex | instant, done by habit |
| Regard | opinion |
| Rehearsal | practice, drill |
| Relevant | useful, suited |
| Resent | do not like, dislike |
| Respect | appreciation of worth, honour, esteem |
| Respond | react, react to, acknowledge |
| Responding | reacting |
| Responsibilities | duties, trusts, obligations |
| Reptile | like a dinosaur, cold-blooded vertebrate animal, i.e. snakes, crocodiles, lizards, etc. |
| Requested | asked for, wanted |
| <hr/> S | |

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| Snap | too fast, as in "snap decision", done or taken on the spur of the moment |
| Statements | sentences |
| Status | standing, reputation, condition, relative position |
| Stereotype | have fixed ideas about, idea held as standard |
| Stimulate | make them interested, motivated |
| Strategy | plan of action |
| Structure | method, outline, format |
| Supporting | helping, backing up |
| Survival | keep you alive |
| Sweep | brush off |

T

| | |
|-------------|--|
| Temptation | something that draws attention, attraction |
| Terminology | the use of terms, nomenclature |
| Threatened | attacked, intimidated, at risk, in danger |
| Tolerated | accepted |
| Traumatic | deep psychological pain |
| Treating | acting towards |
| Trigger | the switch that fires a gun, provoke |
| Typical | is the behaviour of, usual, common |

U

| | |
|-----------------------|------------------------------------|
| Uncertainty avoidance | going away from unclear situations |
| Uncomfortable | feeling unhappy with |
| Underlying | basic, underneath, fundamental |
| Unease | feeling uncomfortable |

V

| | |
|-------------------|-------------------|
| Very forgiving of | forgives |
| Vicious | negative |
| When combined | together |
| Withdraw | take back, remove |

ABBREVIATIONS:

| | |
|-----|---------------------------------|
| BRM | Bridge Resource Management |
| CBT | Computer Based Training |
| CRM | Crew Resource Management |
| ERM | Engine-room Resource Management |
| HF | Human Factors |
| MRM | Maritime Resource Management |
| SA | Situation Awareness |
| SBO | Specific Behavioural Objective |
| SOP | Standard Operating Procedures |
| TO | Training Objective |