

Course E - Skill Specific Seminar

Objectives

- ✧ To develop skills in a single business communication area. Options are:
 - ✧ business writing
 - ✧ telephoning
 - ✧ meetings
 - ✧ presenting
 - ✧ negotiating
- ✧ Topic chosen with client

Target Group

- ✧ Intermediate and Advanced (up to 6 trainees)

Approach

- ✧ Trainees introduced to key language and techniques
- ✧ Structured practice and feedback, ideally including authentic material
- ✧ Reference material summarising key techniques and language provided to each trainee

Delivery

- ✧ On client premises
- ✧ Six hours contact time spread over two or three days to allow completion of written assignment

Price

- ✧ €495 including all course materials
- ✧ €70 per additional hour