



English for International Working

A one-week course for managers who need to work globally

Dates

January 07-11 2019

March 18-22 2019

July 1-5 2019

Course Structure

This is 40-hour intensive group course for a maximum of 6 managers. The course runs from 09.00 to 17.00, Monday to Friday. Trainers are all experienced professionals in this area.

Course Content

We shall try to include the special areas of interest of the participants but the core content will cover:

- Establishing Relationships
- Survival Language
- Telephoning
- Emailing
- Writing letters
- Making Appointments
- International Meetings
- Socializing Internationally
- Travelling on Business
- Making Presentations
- Intercultural Awareness
- Business Etiquette
- International Conferences
- Web conferences
- International Teamwork
- Negotiating

Admission Criteria

Age: 23 minimum

English Level: Intermediate minimum

Course Price: £1020 per person per week

This includes all daily transport, lunch with trainers in pubs/restaurants, midweek social evening, materials, daily refreshments, end of course report etc.

Accommodation: Available in Executive Host Families, Hotels or Apartments from £330 per week.