

Course Objectives:

- To provide an effective and user-friendly meeting skills course
- To teach a wide range of Business English language skills for conducting meetings
- To cater to all business persons requiring business meeting skills

Course Outcomes:

On completion of the course, trainees will have improved their business meeting skills in the areas outlined below:

- Managing meetings
- Controlling conversations
- Presenting visuals
- Making your point
- Parts of a negotiation
- Persuasive skills
- Dealing with people
- Putting plans into action

Course Method:

Prior to the Video-Conferencing Session

- Trainees study the on-line materials
- Trainees acquire useful grammar and structures from the on-line Digital English materials
- Trainees complete the practice exercises and review the model answers
- Trainees prepare the weekly case-study tasks

During the Video-Conferencing Session

- Trainees carry-out the weekly meeting tasks
- Trainees receive meeting skills guidance and useful business English language structures from their tutor

Course Materials:

- Course Instruction Manual
- 4 Cycles of on-line materials divided into Parts A & B
- 8 meeting tasks
- Access to the video-conferencing environment

Course Tutors:

- High calibre tutors administer the video-conferencing sessions
- During the video-conference sessions, tutors provide trainees guidance on conducting meetings in the English language
- Tutors are responsible for scheduling the video-conferencing sessions each week

Course Duration:

- 8 weeks