



THE **Corporate Training**
Language Key

The Language Key

Training Brochure





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Your Training Partner

Providing Key Solutions to your Corporate Communication Needs

The Language Key is an established language and communication skills training provider located in Hong Kong.

Since 1994, The Language Key has been developing training solutions for corporate clients in Hong Kong and the region, including over 200 in the last four years.

The Language Key has a reputation for:

- Providing quality tailored programs that maximize a return on your investment;
- Designing and successfully delivering programs that you actually want;
- Continuing to innovate and offer you the best possible language and communication services available.





In-house Business English Training





Our Track Record

We solely focus on Corporate language and communication skills training, both English and Mandarin. We don't do general English! The 28 years of focus have given us an major advantage over our competitors.

- Worked with over 200 local, government and international organisations;
- Designed and delivered over 500 tailored corporate training programmes;
- Provided training for over 4,000 staff;
- Received a 90% approval rating based on trainer feedback;
- Have over 70% renewal business.

ARUP



KERRY PROPERTIES
嘉里建設



香港賽馬會
The Hong Kong Jockey Club



新鴻基地產
Sun Hung Kai Properties



中國銀行(香港)
BANK OF CHINA



CITIC PACIFIC



信和集團
Sino Group



Freshfields



地鐵公司
MTR Corporation





Modular Courses

Language Key's short modular courses are flexible learning options catering specifically for busy working professionals.

Many staff often find it hard to commit a long period of time to improving their skills, but require an increase in their proficiency and to understand the most recent developments in business English and communication skills for the workplace.

Select from between 4 to 8 business writing or speaking modules from our extensive library for fast-track improvements. Each module can be conducted in 1.5 or 2-hour training sessions weekly or combined into a half, 1 or 2-day workshop.





Executive Coaching

For the best possible long-term results, Executive 1-1 Coaching should be the choice for busy senior executives or high fliers.

Highly experienced native English-speaking coaches work with executives to accelerate learning, focus on specific needs such as pronunciation & accent reduction, presentation skills, meeting skills and business writing skills.

After a face-to-face needs analysis, we'll create a unique training plan for each executive.





Online Learning

Online learning is often the preferred choice for many companies and organisations. Clients can select from two options to suit their needs.

Our LMS-based option targets batches of staff who work across multiple locations and require a flexible training approach. Our facilitator-led courses extract maximum learning benefit from participants.

For companies needing a company-wide option, Workplace English Training E-Platform delivers general business English training particularly benefiting self-motivated learners.





Executive Writing Training

Executive writing training helps senior executives and management grade positions to develop effective writing skills for reports and proposals.

It gives participants the tools to write concise proposals and reports that provide clear and concise projections, evaluations and summaries.

These training sessions are intensive, based on the individual and group's needs.





Front Line and Customer Service Training

Combining language skills with your company's customer-service expectations, we offer a unique and completely tailored solution to your customer service or frontline staff language requirements.

Programmes are tailored to the level of the staff and incorporate scenarios based on the products/services you offer. Your customer service expectations are also taken into account.

Training can be done on-site or at your training centre.





Soft Skills for Chinese Executives

Focusing on the specific needs of Chinese executives, our courses are a blend of soft skills and specific aspects of language.

Delivered in workshop format, most programmes are designed to be delivered in one day, generating maximum impact in the shortest time.

Training includes coaching, peer feedback, role-play and mock scenarios.

Courses include:

- Cross Cultural Awareness
- Access Reduction, Fluency and Pronunciation
- Presenting Ideas with Power and Impact
- Public Speaking with Confidence
- CV Writing and Job Interview Skills Preparation
- Developing Better Pronunciation and Intonation
- Entertaining Business Visitors
- Expressing your Opinion on Social Media
- Socialising with Expats and Cultural Awareness
- Common Errors in Business Social Media Posts





Social English for Business

This is an alternative approach to in-house language training using a creative, dynamic and fun approach to learning.

- **Lunch and Learn** maximises your staff's available time for training during the lunch break.
- **English Club** encourages staff to practice their English on a regular basis.

Both programmes promote a relaxed learning environment where participants can practice their English, develop confidence and acquire key language for their work.





Assessments and Benchmarking

We can offer your company a number of testing and benchmarking options.

We have developed our own cost-effective online solution for company wide benchmarking.

Our services also include creating specific assessments for graduates, new recruits and rising talent.

All assessments are designed to align with a company's internal practices and are graded by experienced examiners.





Corporate Mandarin Training

Language Key offers in-company Corporate Mandarin training for beginners to advanced level for both local and international staff.

We can help your staff apply their Chinese skills in real business situations and coach them to be excellent business communicators.

Using the same tried and tested training methodology that we apply to corporate English training, our highly experienced Mandarin trainers focus on the specific Mandarin your staff require to perform their jobs effectively.





Why Select The Language Key?

Experienced

We have over 28 years experience specializing in training language and communication skills to major organisations in Hong Kong and the region.

We provide fully qualified, professional trainers who have business and corporate training experience.

Reputation

We aim to build long working relationship with our clients, e.g. Hong Kong Jockey Club (10yrs), DHL (9yrs), Sun Hung Kai Properties (13yrs), SCB (8yrs).

“Our reputation for trust, honesty, and integrity drives our business”

Complete Tailoring of Materials

We truly tailor a course to your objectives, the participant's level, department, and industry.

Honesty

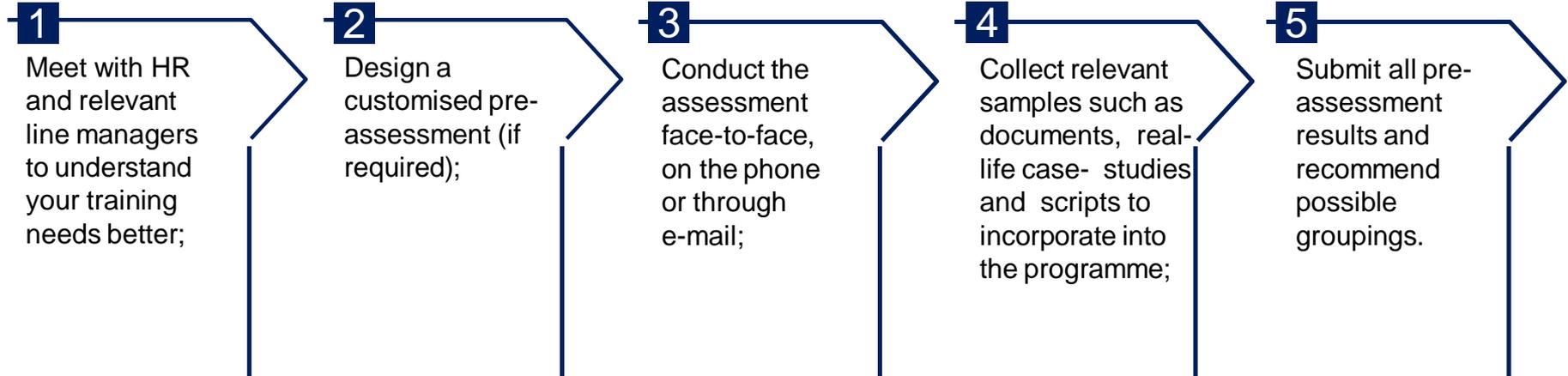
We listen and will use our extensive experience to provide you with the best value possible for your investment.



Pre-testing and Needs Analysis

Our language training assessments follow a framework similar to the Linguaskill test created by Cambridge University.

Before any programme starts, our managers and assessors will:

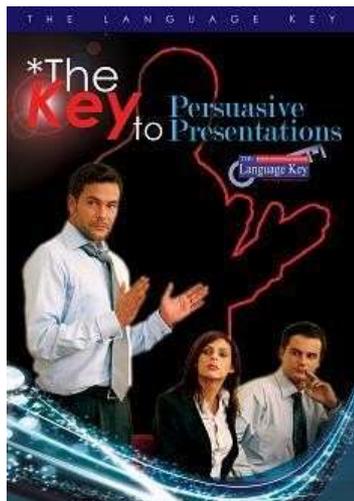




Materials Development

The Language Key offers generic, customised and fully tailored language and communication skills solutions.

Each session is designed to be as relevant to your staff as possible, and may include:



- Key language and structures for the topic;
- Listening skills practice activities and modeling of key expressions;
- Controlled pair and group practice activities;
- Discussion-based activities;
- Key culture tips;
- Key idioms/colloquial language;
- Role-plays and case-studies;
- Script or document analysis (work-related);
- Directions for further practice.



Post-course Deliverables

The Language Key can provide the following at the end of each program:

- An independent trainer and course evaluation with consolidated results presented numerically and graphically;
- Individual trainee reports and performance grading;
- Individual post-course assessments to compare with a pre-course assessment;
- A overall course report covering course progress and recommendations for future training;
- Individual certificates of completion;
- A full master set of materials;





Contact

Our Training Director is Tom Crawford. Please contact him to talk about your requirements.

Call: (852) 6092 1423

tomcrawford@languagekey.com

www.languagekey.com

www.workplace-english-training.com

We look forward to serving you in the future.

