

Jazykové kurzy

Presentation Skills

Deutsch für HR



English for HR

Kommunikationsfähigkeiten

Communication Skills – Telephone Conversations, Writing Email & Negotiating

Successful Communication Skills for Professionals.

Top quality for your practice.



Termín

8. 10. 2018; 9:00–14:00

Určeno

This course is ideal for executives, managers and working professionals, including Lawyers, Paralegals and administrative staff who wish to improve their ability to use English within a business context.

Learners will typically work in the following industries and sectors:

- Telecoms,
- Financial services,
- B2B including IT and Consulting,
- Energy,
- Engineering,
- Public Administration,
- Healthcare,
- Human Resources,
- Consumer goods,
- Marketing,
- Professionals including Paralegals & Lawyers.

This course is ideal for most levels of executives, managers and working professionals from B1 to C1/2 level.

Přínos

This course will focus on your ability to successfully communicate over the phone, in email, meetings and social situations.

The very small group size ensures individual attention and the opportunity to maximise your time. The results should increased confidence by having greater fluency and accuracy.

Přednáší

Michele M LeBlanc, CHRP

(English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)

Program

You can expect to improve the following linguistic and business skills:

- Communication skills:
 - Telephone Conversations.
- Business word building:
 - Teleconferencing, telephoning.
- Email writing:
 - Negotiations (persuading, bargaining, compromising).
- Grammatical accuracy:
 - Accuracy in pronunciation.

Everything you learn in this course has been created with practical application in mind. Through a variety of scenarios, we help you practice and improve your everyday English language skills for work.

You will learn and practice common telephone vocabulary and phrases for clear communication and identify the appropriate use of Email Styles (Informal vs Formal) including a section on proper Business Email writing.

You will also build your ability to negotiate more confidently by practicing a greater range of common terms and useful phrases for bargaining, persuading and compromising with the right level of diplomacy.

Kód: 1850350

Cena: 2 290 Kč bez DPH / 2 771 Kč vč. 21% DPH

Presentation Skills for Managers and Professionals

This workshop will help you improve and develop your English presentation skills, strengthen your key messages, and deliver them in a more effective and influential way.

Top quality for your practice.



Termín

29. 10. 2018; 9:00–14:00

Určeno

Professional and business people who need to present information in English and wish to do so more effectively and persuasively. Participants are looking for a course which will give them both the opportunity to focus on English HR vocabulary but also communicate with other professionals from a variety of countries, sectors and industries.

This course is ideal for most levels of executives, managers and working professionals from B1 to C1/2 level.

Přínos

Presenting information clearly and effectively is a key skill to get your message or opinion across and in today's multinational environment, effective presentation skills are required in almost every field of work.

Increasingly there is the need to communicate this information in English to an international audience. It is important to be able to communicate formally with colleagues, clients and stakeholders in the English language which is clear, well-structured and persuasive.

In this intensive one day course, you will learn how to structure your presentation for the most impact, discover common presentation vocabulary and useful phrases when presenting and then put it all in practice to deliver a presentation with confidence that is clear and effective.

At the end of the course, a presentation is given to other members of the group. This is an important opportunity for you to practice speaking in English in front of a group for an extended period on a topic of your choice. This provides practical application of the content you learned through the course and is highly beneficial to building confidence.

This course encourages participants to share ideas and experiences in order to facilitate the development of presentation skills in situations and contexts relevant to their professional work.

The programme will be based around the needs of the participants, developing language skills through practice presentations, vocabulary development, language analysis, group discussion and frequent group and individual feedback – all in the context of the making professional presentations.

Přednáší

Michele M LeBlanc, CHRP

(English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)

Program

This course will help you to better influence English-speaking audiences, deliver your messages with more clarity, use more appropriate and effective language in your presentations, improve English pronunciation and make a greater impact.

Working step-by-step creating a presentation, you will deliver your enhanced presentation to the rest of the learners in a friendly and encouraging environment. Learners will be provided with tips, techniques, individual coaching and constructive feedback throughout.

Some of the content may include:

- Understanding Presentations,
- Knowing your audience,
- Preparing a presentation,
- Delivering the Presentation,
- Presentation techniques,
- Ending the Presentation,
- Dealing with questions.

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Jazykové kurzy – Angličtina

Termín	Název kurzu	Přednáší	Cena s DPH	Kód
1., 8., 15. a 22. 10. 2018; 17:00–18:30	Kurz 1 – všeobecná angličtina pro mírně pokročilé (A2; 4×90 minut)	Karolína Hovorková (English teacher; lektorka společnosti Michaela Loos)	1 561 Kč	1850550
5., 12., 19. a 26. 10. 2018; 9:00–13:00	Angličtina ve financích a účetnictví – English in Finance and Accounting	PhDr. Iva Ullrichová (lektorka – dlouhodobá praxe ve výuce finanční angličtiny)	7 865 Kč	1808020
8. 10. 2018; 9:00–14:00	Communication Skills – Telephone Conversations, Writing Email & Negotiating	Michele M LeBlanc (English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)	2 771 Kč	1850350
15. 10. 2018; 9:00–14:00	Kurz – obchodní angličtina pro středně pokročilé (B1-B2; 3×90 minut)	Michele M LeBlanc (English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)	1 924 Kč	1850300
29. 10. 2018; 9:00–14:00	Presentation Skills for Managers and Professionals	Michele M LeBlanc (English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)	2 771 Kč	1850360
5. 11. 2018; 9:00–14:00	Kurz – obchodní angličtina pro pokročilé (C1-C2; 3×90 minut)	Michele M LeBlanc (English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)	1 924 Kč	1850310
5., 12., 19. a 26. 11. 2018; 17:00–18:30	Kurz 2 – všeobecná angličtina pro pokročilé (B1-B2; 4×90 minut)	Karolína Hovorková (English teacher; lektorka společnosti Michaela Loos)	1 561 Kč	1850560
19. 11. 2018; 9:00–14:00	HR Recruitment & Selection and Employee Assessments	Michele M LeBlanc (English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)	2 892 Kč	1850330
10. 12. 2018; 9:00–14:00	Performance Management and Development Planning	Michele M LeBlanc (English teacher – native speaker; Senior Human Resources Professional; lektorka společnosti Michaela Loos)	2 892 Kč	1850340

Jazykové kurzy – Němčina

Termín	Název kurzu	Přednáší	Cena s DPH	Kód
8. 10. a 22. 10. 2018; 15:00–18:15	Kurz 1 – obchodní němčina pro středně pokročilé (B1-B2; 4×90 minut)	Michael Waldhart (Konversationslehrer Deutsch – Muttersprachler; diplomierter Trainer und Wirtschaftscoach; lektor společnosti Michaela Loos)	1 924 Kč	1850530
16. 10. 2018; 9:00–14:00	Die professionelle Präsentation – für Profis und Anfänger	Michael Waldhart (Konversationslehrer Deutsch – Muttersprachler; diplomierter Trainer und Wirtschaftscoach; lektor společnosti Michaela Loos)	2 771 Kč	1850520
1. 11. 2018; 9:00–14:00	Kommunikationsfähigkeiten – Telefongespräche, Schreiben von E-Mail und Verhandeln von B1 bis C1/C2 Ebene	Michael Waldhart (Konversationslehrer Deutsch – Muttersprachler; diplomierter Trainer und Wirtschaftscoach; lektor společnosti Michaela Loos)	2 771 Kč	1850500
5. 11. a 19. 11. 2018; 15:00–18:15	Kurz 2 – obchodní němčina pro středně pokročilé (B1-B2; 4×90 minut)	Michael Waldhart (Konversationslehrer Deutsch – Muttersprachler; diplomierter Trainer und Wirtschaftscoach; lektor společnosti Michaela Loos)	1 924 Kč	1850540
16. 11. 2018; 9:00–14:00	Deutsch für HR Professionals von B1 bis C1/C2 Ebene	Michael Waldhart (Konversationslehrer Deutsch – Muttersprachler; diplomierter Trainer und Wirtschaftscoach; lektor společnosti Michaela Loos)	2 771 Kč	1850510