

# Course : Meetings in English (A2 level)

## Participating in meetings

*Practical course - 2d - 14h00 - Ref. EGD*

*Price : 1090 CHF E.T.*

Take your first steps in professional communication in English and dare to speak up in international meetings. Thanks to targeted role-playing exercises, you'll gain the confidence to communicate more fluently and effectively in English, and learn how to structure your contributions, compare ideas and plan meetings in the best possible way.

### Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Make decisions and organize an event
- ✓ Compare ideas, agree on a plan and formulate requests
- ✓ Discuss difficulties, propose changes and analyze statistics to plan effectively

### Intended audience

Executives, managers, project leaders and staff in contact with international customers.

### Prerequisites

Avoir un niveau en anglais équivalent au niveau A2 du CECRL.

Le participant doit pouvoir :

- comprendre des phrases isolées et des expressions fréquemment utilisées
- communiquer lors de tâches simples et habituelles
- décrire avec des moyens simples sa formation, son environnement immédiat et évoquer des sujets qui correspondent à des besoins immédiats.

Un test de vérification de ce prérequis sera réalisé auprès de notre partenaire le British Council après inscription. Celle-ci ne sera définitive qu'après validation de ce test.

#### PARTICIPANTS

Executives, managers, project leaders and staff in contact with international customers.

#### PREREQUISITES

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#### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

#### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've

## Practical details

### Hands-on work

Exercices pratiques pour développer la compréhension et l'interaction, apprentissage des formulations essentielles et des expressions usuelles utilisées en réunion, mises en situation pour développer ses compétences en communication.

## Course schedule

### 1 Participate in different types of meetings

- Solicit participants' opinions
- Formulate your point of view and explain your reasoning
- React to proposals and express your opinion
- Use appropriate and constructive language

#### Hands-on work

Role-playing on active participation in a meeting.

### 2 Speaking and interacting in meetings

- Formulate ideas in a clear and structured manner
- Use appropriate expressions to participate actively
- Ask questions and provide answers using appropriate expressions

#### Hands-on work

Simulated meeting interventions.

### 3 Organize an event

- Formulating requests and providing answers
- Respond to suggestions and propose alternatives
- Express ideas clearly using precise and appropriate language

#### Hands-on work

Role-playing and interaction exercises.

developed.

#### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

#### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

#### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.