

Course : Meetings in English (level B1)

Planning and organising meetings

Practical course - 2d - 14h00 - Ref. EGE

Price : 1090 CHF E.T.

Consolidate your English speaking skills with this intensive two-day course. Thanks to numerous practical exercises, you'll learn how to structure clear meetings and conduct fluid, engaging exchanges. You'll gain the fluency and advanced linguistic and methodological skills you need to lead meetings with confidence.

Teaching objectives

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

- ✓ Planning and organizing meetings in English
- ✓ Writing a well-structured invitation to a meeting
- ✓ Moderating discussions and framing interventions during a meeting

Intended audience

Professionals who need to organize, lead or moderate meetings in English in an international context.

Prerequisites

Avoir un niveau en anglais équivalent au niveau B1 du CECRL.

Le participant doit pouvoir :

- comprendre les points essentiels d'un langage clair et standard
- se débrouiller dans les situations de voyages courantes lorsque la langue cible est parlée
- produire un discours simple et cohérent sur des sujets familiers et dans ses domaines d'intérêt
- raconter un événement, une expérience ou un rêve, décrire un espoir ou un but et exposer brièvement des raisons ou explications pour un projet ou une idée.

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

Professionals who need to organize, lead or moderate meetings in English in an international context.

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

Practical details

Hands-on work

Practical exercises simulating the organization and conduct of professional meetings, acquisition of key expressions to lead a meeting and encourage participation, training in managing exchanges and decision-making in a professional context.

Course schedule

1 Preparing and structuring a meeting

- Define clear meeting objectives
- Send invitations with relevant information and in an appropriate style
- Use appropriate professional language

Hands-on work

Write an e-mail and receive feedback from the trainer.

2 Leading meetings and facilitating exchanges

- Use appropriate expressions to guide discussions
- Encourage participation and rephrase to clarify ideas
- Control unplanned interruptions and ensure objectives are met

Hands-on work

Role-playing to lead a meeting and manage exchanges.

3 Analyze professional case studies

- Understand short case studies of initiatives in a professional context
- Identify the context, obstacles and possible solutions
- Assess the relevance of a case study using appropriate language and expressions

Hands-on work

Role-playing.

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 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.