

Course : Meetings in English (level B2/C1)

Effective meeting skills

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

Price : 1090 CHF E.T.

Achieve sufficient autonomy in English and master the art of meeting in an international context. This course will teach you all the keys to running structured, effective meetings. You'll learn how to influence decisions and adapt your communication to the issues at stake, as well as to your interlocutors. Through practical exercises and tried-and-tested techniques, you'll develop the ability to express yourself fluidly and forcefully, for fruitful exchanges.

Teaching objectives

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

- ✓ Conduct meetings in English with ease and efficiency
- ✓ Managing discussions and influencing decisions
- ✓ Adapt your language and posture to suit your audience and the issues at stake

Intended audience

Executives, managers, project managers and professionals who need to lead and direct strategic meetings in English.

Prerequisites

Avoir un niveau en anglais minimum équivalent au niveau B2 du CECRL.

Le participant doit pouvoir :

- comprendre le contenu essentiel dans un texte complexe, y compris une discussion technique dans sa spécialité
- communiquer avec aisance et spontanéité avec un locuteur natif
- s'exprimer de façon claire et détaillée sur différents sujets, émettre un avis sur un sujet d'actualité et argumenter

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 managers and professionals who need to lead and direct strategic meetings in English.

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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

Practical details

Hands-on work

Travail sur la base de scénarios issus du contexte professionnel pour améliorer les compétences en conduite de réunion, application de techniques pour capter l'attention et structurer les interventions, simulations de réunions avec gestion des objections et des interactions complexes.

Course schedule

1 Prepare and communicate relevant and engaging messages during face-to-face or online meetings

- Define a clear framework and set precise objectives
- Use appropriate facilitation and moderation techniques
- Managing high-stakes exchanges with diplomacy

Hands-on work

Role-playing: leading a meeting with stakeholder coordination.

2 Actively participate in key meetings and discussions to achieve successful outcomes

- Use precise language and persuasive communication
- Convincing and negotiating effectively in meetings
- Manage disagreements and promote consensus-building

Hands-on work

Role-playing persuasion and negotiation in meetings.

3 Communicate clearly to have a positive impact on results

- Develop and maintain professional interactions during meetings
- Take relevant and accurate notes at meetings
- Use clear, correct and appropriate language

Hands-on work

Simulation and role-playing.

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.