# Course : Project management in English (level B1)

**Collaborating on projects**

*Practical course - 2d - 14h00 - Ref. EGG*
*Price : 1090 CHF E.T.*

Project management requires organization, structuring and clear presentation. Are you at ease in English but want to become more fluent in project formulation? This course will provide you with the basis for effective, confident communication to defend your ideas and lead a project.

## Teaching objectives

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

- Planning and presenting a product launch
- Monitor project progress and write clear project reports
- Present a project evaluation and make recommendations
- Present a structured action plan

## Intended audience

Professionals involved in project management who want to improve their communication skills in English.

## 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 involved in project management who want to improve their communication skills in English.

**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**

Études de cas et simulations de gestion de projet, présentations, discussions et feedback personnalisé pour développer ses compétences orales, scénarios interactifs pour la planification et le suivi de projet.

## Course schedule

**1  Planning and structuring a project**

- Define project objectives and milestones
- Plan the launch of a product or initiative

**Hands-on work**

Presentation and development of a launch plan.

**2  Present an action plan**

- Use appropriate language and expressions to provide practical solutions to difficulties encountered
- Use appropriate vocabulary to respond to objections and criticism

**Hands-on work**

Presentation and discussion of the evolution of a project.

**3  Evaluating a project**

- Common terminology for expressing a professional opinion and arguing in meetings

**Hands-on work**

Presentation of a project with points for improvement.

**4  Communicate and interact effectively in meetings**

- Giving your opinion and reacting to other participants' ideas
- Plan and organize a team-building event

**Hands-on work**

Simulated discussions and project meetings.

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.