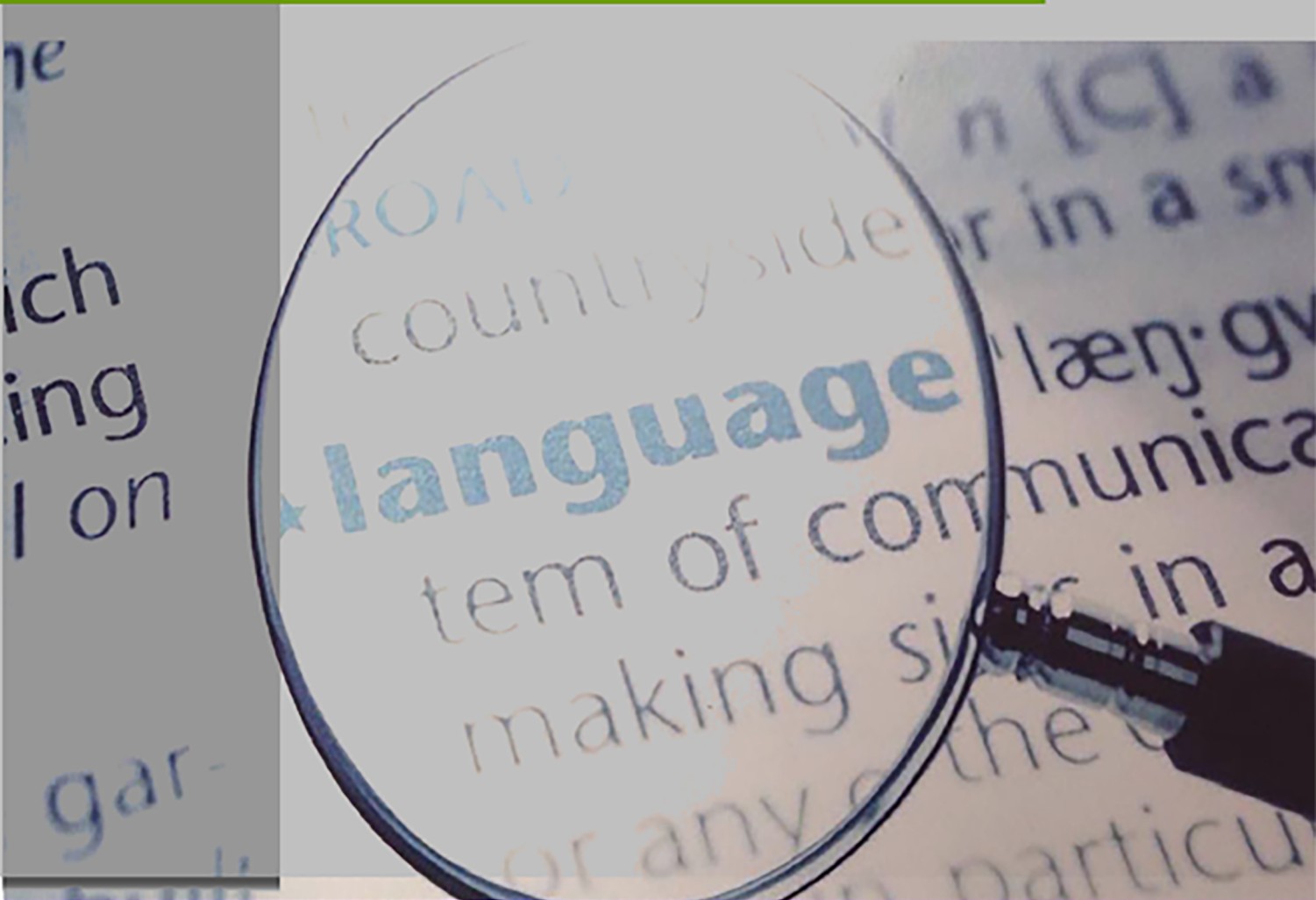




LET'S TALK
LINGO

Corporate Language Training Programmes

Programme Description Information



“now you’re talking our language!”

Business Linguistic Training Programme

Let's Talk Lingo is dedicated to helping companies and their employees achieve corporate training objectives through a tailor-made and effective business language training programme designed to advance business skills, as well as improving language competencies, so they can succeed in today's business environment.



All of our programmes are customised to the needs of the client and can be designed for one executive or a small group of employees.

Content is fully tailor-made to address the client's everyday business training requirements based on their industry-specific language and vocabulary.

A FULL RANGE OF INDUSTRIES

Business Management

Human Resources

Medical & Pharmaceutical

Legal Services

Information Technology

Automotive

Banking & Finance

Accounting

Marketing & Advertising

Customer care

English

German

French

Chinese

Italian



We also provide business translation solutions, Skype lessons and bespoke on-line academies.

Business Skills

Effective learning:

What sets us apart from the competition is that you will receive training from experienced business professionals. The learner will have the opportunity to participate in real life observations and training, focusing on every day corporate scenarios .

Communication

- Cultural differences
- Increasing success
- Humour
- Same word, different meaning
- Company corporate structures

Negotiation

- International styles
- Relationship building
- Agreeing and disagreeing
- Effective communication
- Use of silence

Business Writing

- Business and Technical
- First impressions, first line
- Tone setting
- Mastering punctuation
- Conciseness and to the point

Presentations

- Developing your presentation
- Know your audience
- Maximising impact
- Keeping audience engaged
- Writing clear visuals

Business Meetings

- Effective discussions/listening
- Moving from request to require
- Expressing opinions
- Giving and rejecting feedback
- Proposing a plan

Programme Training Options

Course types

Full immersion: full-time courses from 9.30 to 17.30 including a working lunch with a trainer. These courses offer maximum exposure to the target language and are the most productive way to achieve rapid results.

Intensive: full-day intensive programmes which still leave room for review and self study. Typical course times are from 9.30 to 16.15 including a 45 min. lunch break.

Semi Intensive: half day programmes providing more gradual development and allowing you the option to supplement classroom tuition with more extensive course. Course times are flexible, e.g. 08.30-12.30; 13.30-17.30.

Development Programmes: one-to-one courses designed to ensure that your learning is as effective as possible. They are taken as a series of separate training sessions over a period of three to four months. The timetable is agreed in advance but can be adapted to fit in with your work schedule.

Let's Talk Lingo

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