

Courses for Companies

Leadership and Management Communication in English

Description:	<p>This is a unique offering in corporate training: a specialised course for international business leaders and high level managers aimed at developing not only English language for international business, interpersonal skills (including influencing, conflict-handling and trust-building), intercultural competences and functional abilities (such as presenting and negotiating), but also leadership and management.</p> <p>The course is delivered by a highly experienced international trainer and coach qualified in language and communication training to MA level and accredited as a level 7 by the ILM (Institute of Leadership and Management).</p> <p>This course would be of benefit to high-level managers and leaders or as part of a talent development plan.</p>
Course Content:	<p>Tailored to fit client but typical areas may include:</p> <ul style="list-style-type: none">Effective communicationLeadership and managementManaging across differencesBuilding and using diverse teamsCoaching and coaching approachesLeading virtuallyLeadership stylesTime management, micro-management, delegation and over-delegationInterpersonal skills (influencing, giving and receiving effective feedback, decision-making, conflict-handling and trust-building)Business EnglishBusiness tools and analysisWorking and communicating across culturesFunctions for business (presenting, telephoning, communicating virtually, chairing and participating in meetings, negotiating)Writing for business
Group Size:	4 – 12 participants is recommended
Participant Profile:	High-level actual or prospective company and departmental leaders (non-native speakers of English)
Location:	In your company or other suitable venue
Recommended Length:	Up to 35 hours over 5 days is recommended.
Course Fee:	From £4200 for a group of up to 12 (inclusive of training, expenses and travel)
Booking:	E-mail ben@bd-comms.co.uk

Business English

Description:	A traditional yet bespoke courses focusing exclusively on language skills, grammar and vocabulary for business. Courses can be made for any focus or level of English.
Course Content:	Skills in Business English: reading, writing, listening and speaking Grammar Vocabulary and lexis Role plays and simulations
Group Size:	Up to 16 participants (more may be possible)
Participant Profile:	Groups should be of a similar language level
Location:	In your company or other suitable venue
Recommended Length:	As required
Course Fee:	Variable depending on location and hours required (inclusive of training, expenses and travel)
Booking:	E-mail ben@bd-comms.co.uk

International Communication in English (English language, interpersonal, intercultural, functional)

Pilot or Full Course

Description:	A course centred on participants' involvement in role-plays and simulations after language and skills input followed by trainer feedback and feedback and reflection from the participants themselves leading to the creation of detailed personal action plans.
Course Content:	Courses are tailored to departments, participants, contexts and sectors but typical areas may be: Effective international communication Interpersonal skills for international business (influencing, trust-building, feedback giving, conflict-handling and decision-making) Conference calls, video conference and virtual communication Telephoning Meetings Negotiating Presenting and representing Working in diverse teams Socialising for business Intercultural communication
Group Size:	8 – 12 participants recommended.
Participant Profile:	Participants should be of a similar language level and it is recommended that any group are some the same, or similar levels in the company hierarchy. Participants can be from any department.
Location:	In-company, hotel conference / meeting rooms or other suitable venue.
Recommended Length:	Pilot: 14 hours, 2 days Full: 24 - 30 hours, 4 - 5 days
Course Fee:	Pilot: From £1600 for a group of up to 12 participants (inclusive of training, expenses and travel) Full: From £3200 for a group of up to 12 participants (inclusive of training, expenses and travel)
Booking:	E-mail ben@bd-comms.co.uk

International Business Writing in English

Description:	Short and intensive training for business people requiring written English for their international roles. This course was recently held successfully in the UK and Switzerland
Course Content:	Effective writing for international business Grammar and language (as required) The writing process Business texts and style Organising information Correspondence phrases Paragraphing and structuring E-mails, letters, memos, notes Writing an agenda and minutes Writing instructions, rules and guidelines Producing effective promotional material Writing for online social media Influencing a reader Register, style and formality
Group Size:	8 – 12 recommended.
Participant Profile:	Non-native speakers of English requiring written English as part of their professional role. Participants should have a good command of English to gain maximum benefit Recommended B1+ / Intermediate level. It is not necessary for all participants to be from the same department. Higher or lower level groups can be arranged on request.
Location:	In-company, hotel conference / meeting rooms or other suitable venue.
Recommended Length:	12 hours over 2 days.
Course Fee:	From £950 (inclusive of training, expenses and travel) for 2 days.
Booking:	E-mail ben@bd-comms.co.uk

Developing and Training Intercultural Skills

Description: Training for trainers in intercultural communication and skills. This course is highly practical and involves creation and presentation of a portfolio based on the week's work and delivery of a peer-to-peer practice training session.

The focus of this course can be on developing participants' intercultural or training others and developing their intercultural skills.

This course has been successfully held in the UK and online.

Course Content:

- Group dynamics
- Managing stakeholders in your training
- Effective communication
- Communication profiling
- Visualising, modelling and defining culture
- Effective feedback
- Culture, personality and context
- Stereotypes and majority behaviours
- Cultural viewpoints
- The training cycle
- Flows, windows, loops and boxes: training models
- Needs analysis
- Learning styles and competence models
- Objective communication and DIE analysis
- Socialising and functioning across cultures
- Risk and uncertainty
- Interpersonal skills: influencing, trust-building, conflict and decision-making
- Key thinkers and applying their work
- Team-building and diverse teams
- Practice training session and portfolio presentation

Group Size: 6 – 12 participants is recommended

Participant Profile: Native or non-native (level B2+) speakers of English, new or experienced in delivery of intercultural communication training. These may be, amongst others, freelance trainers or consultants, training managers, teachers, coaches or HR professionals.

Location: In-company or other suitable venue.

Recommended Length: 30 hours over 5 days.

Course Fee: From £2950 (minimum 6 people) for 5 days.

Booking: E-mail ben@bd-comms.co.uk

Individual Business Skills and Functions

Description:	Training focusing specifically
Course Content:	Courses can focus on any of the following business skills or functions: Presentations Meetings Negotiations Telephoning Socialising Virtual Communication Conference Calling An intercultural element or focus can be added.
Group Size:	6 – 12 participants is recommended
Participant Profile:	Courses can be tailored to non-native or native speakers of English. Language levels should be similar. Similar positions in the company hierarchy is useful but not essential. Departments can be mixed.
Location:	In-company or other suitable venue.
Recommended Length:	2 days, 6 – 7 hours per day.
Course Fee:	From £1550 for a group of 12 participants.
Booking:	E-mail ben@bd-comms.co.uk