

PARTICIPATING IN INTERNATIONAL MEETINGS

Participating in International Meetings, one of our *Communication Skills in English* Seminars, is a 12-30 hour course which can be taught either intensively (full day sessions), semi-intensively (half day sessions), or as an on-going course. The programme looks at both the language and the communicative skills necessary to participate effectively in an international meeting, and develops the participants' confidence in expressing themselves in English in front of an audience.

Target Audience

This programme is suitable for managers, or any other category of staff who participate in international meetings. Participants must have a level of competence in English at least at level B1 (intermediate) to benefit from the course. In the case of participants at this level, the full 30 hour course is recommended. At level B2 and above, the number of course hours can, if desired, be reduced.

Approach

The programme is divided into sections, each dealing with one aspect of participating effectively in international meetings. A typical section format might be :

- ◆ Participants view a section of a videoed meeting and analyse its weak or strong points in terms of communicative effectiveness.
- ◆ Practice is given in the language necessary for that section of the meeting.
- ◆ Participants are asked to apply what they have learnt up to that point in the course to a simulated meeting of their own. This is videoed and feedback is given.

In this way, participants are able to concentrate on one new aspect at a time, while also gradually building up their overall competence.



Contents

- **What is an Effective Meeting?** An Overview
- **Cross Cultural Factors** Cultural Expectations and Communication Styles.
- **Leading the Meeting** Preparing for the Meeting; Introducing Participants; Stating Aims; Structuring the Meeting; Eliciting Contributions; Controlling Topic; Dealing with Difficult Participants; Summarising and Concluding
- **Participating in the Meeting** Presenting Ideas Effectively and Persuasively; Interrupting and Querying; Giving Opinions; Expressing Agreement and Disagreement; Making Recommendations
- **Using Visual Aids** Using Handouts, Powerpoint, Slides, Video, Powerpoint and the OHP, Flipcharts and Whiteboards; Effective Visual Aid Design; Using Visual Aids Effectively; Referring to Visual Aids During the Meeting.

In-Company Training

The following facilities and equipment are necessary for the course :

- One plenary room, plus an additional smaller room for each six participants, equipped with whiteboard or flipchart, computer and screen (for Powerpoint presentations) and/or OHP.
- Video filming and playback facilities (VHS).

Cost

Please contact us for full details of course costs.