

Global Communication Strategies for Executives Workshop

Objectives

After attending this workshop, participants will be able to:

- Argue their case effectively in an English meeting
- Carry out a successful negotiation in English
- Resolve conflicts arising during a meeting or negotiation
- Avoid being steamrolled by aggressive native speakers in meetings and negotiations

Contents

- Running an international meeting
- Acquiring a wide range of expressions for stating an opinion
- Agreeing and disagreeing clearly and in an appropriate manner
- Being persuasive
- Recognizing the stages of a negotiation and dealing with tactics that may be used against you.
- Developing assertive behaviour and language
- Handling conflict arising during a meeting
- Putting the brakes on the native speakers – don't let the native speakers steal the show.

Methodology

- Experiential training - with simulations of various types of business meetings and negotiations
- Meetings and negotiations are recorded onto video
- Detailed debriefing after each meeting by the trainer

Target Group

Professionals who have to attend meetings in English and who may have to negotiate in English.

Prerequisite

Intermediate level of English (B1 on the CEF*)

Duration

3 days

Number of participants

8

Comments

This workshop concentrates on spoken rather than written English and participants should be prepared to speak only English throughout the workshop.

** CEF = Common European Framework of Reference for Language Learning and Teaching.
Check your level of English with IBC's English Fitness Check.*