

PROFESSIONAL ENGLISH PROGRAM

The English for Executives Course is a comprehensive 6-week program designed to enhance proficiency in using English for professional communication. Through dynamic online classes, tailored coaching and constant feedback participants will focus on improving fluency, precision and the culture of Anglo saxon communication in the core areas of business communication.

PROGRAM OVERVIEW

This course comprises 6 weeks and is developed by English and Communications specialist Professor Alberta Savage. It is tailored for non-native English speakers who work in an English speaking environment or have interactions with clients or international colleagues in English. The course immerses you in the main areas of Business English communication, with simulations, presentations, discussions and reviews;

- **Week 1:** Networking and small talk in English
- **Week 2:** Presenting yourself, talking about your job, your company and your industry
- **Week 3:**
 - How to speak with confidence on the telephone and using telephone speak.
 - Writing and Responding to Professional Emails
- **Week 4:** Participating in Business Meetings How to put your ideas across, how to agree, how to disagree and how to ask questions.
- **Week 5:** Strategies and Techniques for engaging Business presentations in English
- **Week 6:** How to give confident and engaging Business presentations using the Anglo-Saxon method

PROGRAM OBJECTIVES

Participants will move up one level from Intermediate (B1) to Upper Intermediate (B2). The program will help participants to:

- Conduct confident and articulate conversations when talking about your brand, your industry and your position
- Deliver your message with clarity and precision to every type of audience– both in terms of language, structure and nonverbal communication
- Minimise miscommunication – teaching skills to be concise and precise and use the language of clarity
- Use specific, nuanced language and current business expressions to deal with challenging audiences and build relationships
- Build confidence to speak and deliver presentations in English
- Use the language of persuasion, conveying your message with effective use of verbal and non-verbal communication
- Improve grammatical accuracy and widen vocabulary
- Focusing on consistent feedback, corrections and practice


WHO WILL BENEFIT

- Non native English speakers who work in an international environment where English is spoken on a daily basis
- Professionals who have international clients or colleagues and need to give presentations or participate in business meetings in English
- Professionals who want to feel more confident in English and understand the culture of anglo saxon communication to be more effective communicators

 Start Date - 4 November 2024

 Online

 English Language

 6 weeks - 3 hours per week
1,200€

PROGRAM CONTENT

Week 1: Networking and small talk in English

- How to keep the conversation fluid, clear and engaging
- How to ask questions with accuracy, developing dialogue, covering major conversation topics
- Working on spontaneous conversation skills and using current idioms and expressions

Week 2: Presenting yourself, talking about your job, your company and your industry

- Using precise language and vocabulary to describe your job and provide concrete content about your working day, challenges and your industry sector
- Working on constructing clear and fluid responses to spontaneous questions about your profession
- The sessions also covers useful Business language, idioms, expressions and key terms

Week 3:

- **How to speak with confidence on the telephone and using telephone speak.**
- **Writing and Responding to Professional Emails**

- Holding telephone conversations with clients and colleagues to give and receive information, put ideas across and build professional relationships
- How to write emails like a native, using email idioms and expressions in the right way and using AI to maximise email effectiveness
- We will be analysing nuanced language writing and responding to emails in a precise and concise way

Week 4: Participating in Business Meetings How to put your ideas across, how to agree, how to disagree and how to ask questions.

- Understanding and being able to speak up with diplomacy to share ideas and challenge the ideas of others
- Building awareness of direct versus indirect language and communication styles
- Working on fluency and clarity to express ideas in a concise and precise way in front of an audience
- Asking questions with accuracy and using different question structures

Week 5: Strategies and Techniques for engaging Business presentations in English

- Powerful preparation for intonation, stress and diction
- Powerful preparation for stress before and during presentations
- Powerful preparation for managing Q and A sessions post presentation
- Using powerful language + pronunciation practice for presentations

Week 6: How to give confident and engaging Business presentations using the Anglo-Saxon method

- How to use concise and precise language and sentence structure to make an impact
- Analysing business presentations and developing powerful content
- Talking about statistics and storytelling in English
- Participants giving a final business presentation



PROFESSOR ALBERTA SAVAGE

Alberta Savage is an English language and communications professor and coach. Originally from London where she graduated in Law and Politics. She has a background in sales and negotiation, working in the area of Recruitment for over 5 years, which then led to working as later as a HR Consultant where her love of working and helping people just skyrocketed. After moving to France in 2009, Alberta has specialised in the field of Business English and communication, which she has taught at some of the top Business Schools in the area, including SKEMA, EDHEC and currently the International university of Monaco. She has also worked for various professional training companies in the south of France since 2009.

More recently, her Business English coaching company helps clients from various industry sectors; beauty, digital marketing, aviation and government organisations to name a few where she has helped clients including; managers, executives, team leaders, and assistants, those who work in an English-speaking environment or have contact with English speaking clients or colleagues and are astutely aware of the need to really understand and be able to communicate in English with natives and non-native speakers alike. Alberta helps clients build confidence, deliver effective presentations, participate in meetings so that when they speak their message is clear and fluid and can truly connect with their listeners. Pronunciation, grammar and vocabulary are the common thread that underpins the sessions and really pushes her clients to progress with accurate, effective and meaningful communication in English.

Some clients comments:

"I did enjoy our classes a lot...you always had the art of picking the right questions to unlock passionate conversations. I was reenergized after our sessions".

"Thank you for these fun sessions that helped me to improve and gain confidence".

" Thank you for your input and support in helping me build my speech".

THE IUM DIFFERENCE

The International University of Monaco is a private institution of higher education founded in 1986 in the Principality of Monaco, integrated within the OMNES Education, the French leader in private higher education.

IUM is AACSB accredited (Association to Advance Collegiate Schools of Business) and its MBA program holds the AMBA accreditation (Association of MBAs).

Its program portfolio includes Executive Programs, Bachelor, Master of Science, MBA and DBA degrees,

Renowned professors and experts are engaged in executive programs designed for global leaders and managers representing a diverse range of industries.

IUM is proud to remain an intimate, human scale business school with a profoundly multicultural outlook.

With more than 70 different nationalities in its student body, IUM encourages interactions and exchanges among students from around the world.





THE IUM EXPERIENCE

Whether you are an individual seeking to expand your skills and knowledge or an organization seeking to deliver innovative training solutions, the executive education team at IUM is ready to be your partner. We harness the expertise and practical insights of our esteemed faculty, Executive Education Fellows, and trusted Experts to provide you with engaging workshops and immersive learnings. This allows us to bring a wide range of corporate experience and outstanding academic credentials, all applied to your real business challenges.

ADMISSIONS

We accept applicants for the programs on an ongoing basis as space permits, and we urge you to submit your application at your earliest convenience. While many programs don't have strict educational prerequisites, the admission process is competitive and centers on your professional accomplishments and your role within your organization.

FOR MORE INFORMATION

Visit our [Website](#)

CONTACT US

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