



assagenti
servizi



L.I. Services

FORMAZIONE

2020-2021

Assagenti Servizi e LI Service di nuovo insieme dopo il grande successo del primo Catalogo **"Workshop in English"**.

La proposta seminariale è aperta non solo ai Soci ma ai professionisti di ogni settore interessati a migliorare le proprie soft skills attraverso 6 seminari focalizzati sull'orientamento alla comunicazione interna ed esterna all'azienda e al cliente. I seminari, interamente in lingue inglese, si rivolgono a manager e dipendenti di aziende fortemente internazionalizzate o a professionisti che nel loro lavoro interagiscono con clienti e fornitori stranieri.

SUCCESSFUL AND EFFECTIVE POWERPOINT PRESENTATIONS

The ability to design compelling presentations is one of the most essential skills for most people working in today's world. Whether you're reporting performance metrics, delivering a training course, or pitching a big idea, you need a presentation to support you and illuminate your speech. We will delve into presentation design essentials, learning how to rethink PowerPoint presentations by considering; storytelling, quotes, layout, colors, fonts, videos, graphics and images, charts, transitions, and animations.

The course will cover:

- Outlining your topic and structuring a presentation
- Loving your presentation
- Creating a "master plan"
- Exploring slide typography, colors, words and images
- Learning how to develop your design ideas
- Using charts and graphs
- Using videos effectively
- Using animations and transitions
- Beyond the presentation



TUESDAY

4/11/18/25.2.20



9.30-13.30
16 HOURS



TEACHER

MILLICA ROBERTSON



TUESDAY

3/17/24/31.3
7.4.20



9.30-13.30
20 HOURS



TEACHER:

MILLICA ROBERTSON

"PRESENTATION IN ENGLISH" - PRESENTING WITH AN IMPACT

Let's start a "Public Speaking Revolution!" Even though presentations have become an essential component of our working world today, we have not evolved into the best presenters we can be! This seminar will help you become a more dynamic speaker and presenter. We will teach you how to properly structure and improve presentations as well as increasing your confidence. You will also learn how to use visual aids, body language and speaking tactics. It is aimed at professionals with an intermediate English speaking level who must make presentations or deliver speeches.

Seminar Outline

- Improve "presentations" in English
- Improve a comprehensive range of public speaking skills
- Learn techniques for handling an audience
- Create a unique attention to structure and details in rhetorical language
- Become an expert "Story Teller!"



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“PRESENTATION IN ENGLISH” PRESENTING WITH AN IMPACT – STEP 2



MONDAY
2/9/16/23.3.20



9.30-13.30
16 HOURS



TEACHER:
MARISA SETTARO

STEP 2 Public Speaking is a great way to refresh any type of public speaking experience you have done. Being a dynamic presenter takes time and practice. This course will cover all the principles of public speaking, but take more time in developing story telling activities, matching ideas with images, using humor, creating a dialogue with the audience and perfecting body language. Massive amounts of time will be spent in active simulations with video analyzing and feedback.

The course will cover:

- Competently creating, organizing and supporting ideas in public presentations
- Using stories and humor to make presentations more appealing to audiences
- Learning critical public speaking analytical and persuasion techniques
- Using body language, including voice delivery, to enhance the information being conveyed
- Learning how to decide what types of material to use for which audiences



MONDAY
30.3.20/6.4.20



9.30-13.30
8 HOURS



TEACHER:
JACKY STUMER

TIME MANAGEMENT

With modern-day pressures and the differing demands we all face in our personal and professional lives, it can sometimes seem like there are never enough hours in a day. Knowing how to effectively manage our time is crucial in helping us to regain a sense of balance and reduce our levels of stress. By understanding how to set achievable goals, manage, prioritize and schedule different tasks and learning how to avoid distractions, we can make the most of our time to accomplish the things we want to do.

The aspects of our workshop are to define and examine the different areas of Time Management through language development and practice. This means building on the existing language skills and creating strategies to successfully manage time, work and people in order to stay productive at work.

The course will cover:

- Identifying priorities
- Linking time to objectives: short and long term
- Using planning and scheduling techniques
- English for the four Ds for effective workflow
- Do – Delegate – Delete - Delay
- Setting smart goals in English
- Specific – Measurable – Attainable - Relevant and Timely
- Time wasting and procrastination – how to fight them
- Managing the information flow – emails, phone and messaging
- Dealing with interruptions in English
- The art of effective delegation in English
- Language techniques for managing meetings, telephone and conference calls in English





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MAXIMIZING YOUR PROFILE ON LINKEDIN

Did you know that LinkedIn, the professional social networking platform, has actually been around longer than Facebook, Twitter, Snapchat and Instagram? Why is this so important for you? Because LinkedIn has over 610 million members! LinkedIn is not only about promoting your professional profile, it is also essential for maintaining your company's brand. LinkedIn is an important part of being a fullfledged professional in any industry these days.

The course will cover:

- Putting together a complete and fully optimized profile
- Using English to maximize your profile and understand the power of language
- Enhancing your curriculum vitae
- Understanding what is essential in the world of LinkedIn
- Upgrading your skills and experience
- Creating successful headlines



TUESDAY
5.05.20



9.30-13.30
4 HOURS



TEACHER:
MILLICA ROBERTSON



TUESDAY
12/19/26.05.20



9.30-13.30
16 HOURS



TEACHER:
BRENT EUANS

WRITING REPORTS & BUSINESS CORRESPONDENCE

A good report is one which is drafted in a simple, clear and lucid language. Its language should not be difficult and confusing. There should be no ambiguity as regards to the statements made in a report. A reader should be able to understand the entire report easily, exactly and quickly. This is the basic purpose of report writing.

The course will cover:

- Improving "written reports" in English
- Creating strategies for writing simple, clear and concise texts
- Learning techniques for structuring information and language
- Looking at systematic preparation and planning, logical structures, ways to guide the reader/s, looking at language choice and understanding techniques for finishing written documentation

Tutti i seminari si terranno presso la sede di **Assagenti Servizi, Piazza Dante 6/6, Genova**
Per partecipare ai seminari è richiesta una conoscenza della lingua inglese a livello minimo intermedie

QUOTE DI PARTECIPAZIONE:

Seminari da 4 ore:

- Euro 150+iva a persona a seminario
- Euro 100+iva a persona a seminario solo per le aziende associate Assagenti

Seminari da 8 ore:

- Euro 250+iva a persona a seminario
- Euro 150+iva a persona a seminario solo per le aziende associate Assagenti

Per informazioni contattare:

Assagenti Servizi:
info@assagentservizi.it – Tel. 010/591595

Per iscrizioni:

compilare la scheda allegata e inviarla a info@assagentservizi.it e admin@liservices.eu entro e non oltre la settimana prima dell'inizio di ogni seminario

Seminari da 16 ore:

- Euro 400+iva a persona a seminario
- Euro 300+iva a persona a seminario solo per le aziende associate Assagenti

Seminari da 20 ore:

- Euro 500+iva a persona a seminario
- Euro 400+iva a persona a seminario solo per le aziende associate Assagenti

L . I . Services:

admin@liservices.eu – Tel. 010/5958889