



“Presentation in English” – Presenting with an impact (20 hours)

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!”

May 21 – h 9.30 – 13.30
May 28 – h 14.00 – 18.00
June 4 – h 9.30 – 13.30
June 11 – h 9.30 – 13.30

Teacher:
Millica Robertson

- 500 €+VAT per person
- 400 €+VAT per person only for Assagenti member companies



Time Management - (8 hours)

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 5

May 19 – h 9.30 – 13.30

May 26 – h 9.30 – 13.30

Teacher:

Millica Robertson

- 250€ +VAT per person
- 150€ +VAT per person only for Assagenti member companies



Writing reports & Business Correspondence – (16 hours)

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

May 28 – h 9.30 – 13.30
June 9 – h 9.30 – 13.30
June 16 – h 9.30 – 13.30
June 23 – h 9.30 – 13.30

Teacher:
Millica Robertson

- 400€+VAT per person
- 300€ +VAT per person only for Assagenti member companies



Maximizing your profile on LINKEDIN – (4 hours)

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 understanding 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

June 12 – h 9.30 – 13.30

Teacher:

Millica Robertson

- 150€+VAT per person
- 100€ +VAT per person only for Assagenti member companies



Da compilare e inviare via mail a
info@assagentservizi.it
admin@liservices.eu

Scheda di iscrizione

Nome del partecipante.....

Azienda.....

Indirizzo.....Città.....

Telefono.....e-mail.....

Desidero partecipare ai seguenti corsi:

- «Presentation in English» – Presenting with an impact
- «Time Management
- Maximizing your profile on LINKEDIN
- Writing reports & Business Correspondence