



MasterClass for Meetings

MasterClass for meetings is an interactive, tailored course aimed at those who regularly attend meetings held in their target language. The course recognises the importance of using accurate, concise and effective language to achieve business objectives.

Course objectives

MasterClass for meetings provides delegates with:

- an appropriate linguistic framework for effective and successful meetings
- an improved range of appropriate and practical language for use in meetings
- increased confidence, to allow for focus on the main aims of a meeting
- the chance to concentrate, in an informal setting, specifically on the language of meetings
- the opportunity to build on existing skills and identify areas for improvement
- practice for meetings in general, or in preparation for a specific meeting



Course content

MasterClass for meetings is tailored to the needs of the language learner, but areas covered could include:

- establishing and communicating the message
- persuading and influencing
- handling interruptions and digressions
- asking for and offering opinions
- agreeing and disagreeing
- clarifying your viewpoint and seeking clarification from others
- delivering and listening for appropriate register and tone
- cultural influences



Course management

Each course is overseen by a dedicated Account Manager to ensure it is designed, monitored and evaluated to maximise the return on investment. This includes:

- detailed pre-course assessment and needs analysis
- design of a tailor-made Learning Plan, subject to client approval
- regular monitoring and reporting of delegate progress
- post-course evaluation, focusing on the impact on workplace performance



Courses are available in a range of languages and formats, including blended learning options. MasterClass for Meetings can also be combined with any other Language Services Direct language or business communication course.

For further details about course content, format and pricing please contact us on Telephone: +44 (0)20 7357 6657 or by email: info@languageservicesdirect.co.uk