



# Your course outline

by El Regalo Effective Training Video School



## CONFERENCE CALLS WITH CONFIDENCE

LEVELS: B1, B2, C1

### FOCUS ON: MEETINGS IN ENGLISH

- Facing Different Roles in Meetings
- Mastering the Correct Vocabulary
- Practicing Common Conference Calls Scenarios
- #Course6

### Course in figures:

50 hours = 8 modules = 16 weeks

1 module = 8 lessons x 45 minutes = 6 hours = 2 weeks

4 types of tutor sessions, more than 2000 students enrolled

100% final result

### In this course you will learn

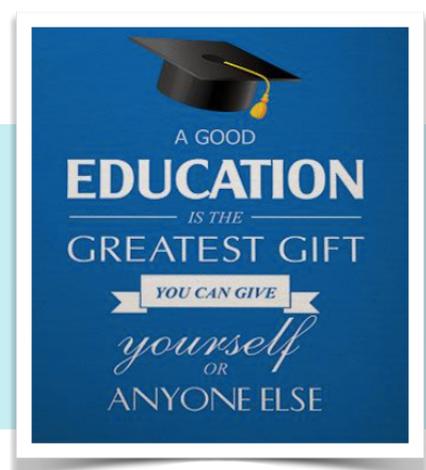
-> how to lead and attend meetings and conference calls with confidence

### It will help you if you

- > don't dare to speak in meetings
- > lose the thread of conversation
- > clam up in business settings
- > feel limited by your English

### After completing this course you will be able to

- > follow work meeting in English
- > understand it
- > clarify doubts
- > provide information
- > answer questions
- > avoid and postpone answers
- > speak with fluency
- > feel confident



## LEARNING OBJECTIVES

- ▶ Train students to lead and attend meetings and conference calls with confidence.
- ▶ Train students being able to follow the work meeting, understand it, clarify problems, provide the information, answer the questions, or avoid and postpone the answers.
- ▶ Train students becoming more confident and certain under pressure.
- ▶ Train to communicate in English in work environment.
- ▶ Train students in creative problem-solving for the corporate communication.
- ▶ Stop translating in your head and build sentences like native speakers do.
- ▶ Learn to give instructions and, make sure that the message has arrived properly.

## COURSE CURRICULUM

- ▶ MODULE 1. Complete Guide to Conference Calls. Removing Common Mistakes.
- ▶ MODULE 2. "Charing the meeting" Practice. Expanding Vocabulary.
- ▶ MODULE 3. "Dealing with sound issues" Practice. Working on Listening.
- ▶ MODULE 4. "Agree to Disagree" Practice. Effective Communication Skills.
- ▶ MODULE 5. "Contributing Ideas" Practice. Managing Interruptions in meetings.
- ▶ MODULE 6. "Small Talks before the meeting" Practice. Social English Language Skills.
- ▶ MODULE 7. "Q&A Sessions" Practice. Asking for clarifying.
- ▶ MODULE 8. A Big Challenge: Final Role Play



**EFFECTIVE TRAINING**

*WITH LANGUAGE COACH ANNA VALADZKO*