

English for Trainers and Presenters

“Fehlende Englischkenntnisse sind heute ein Killerkriterium für die Einstellung.”

Personalberater Herbert Mühlenhoff
„Erfolg spricht Englisch“ Artikel in Capital 23/2003

You may be a recently qualified trainer or a trainer with a number of years' experience. Perhaps you are someone who has to regularly give presentations at work. At some point in your career, if not already, you will be asked to facilitate your training courses or give your presentations in English.

Today, Germany is a world-renowned international player. So much business is done globally.

In October 2010, Germany exported 86.6 and imported 72.6 billion Euros worth of goods. Anton F. Börner, president of the BGA declared that...: “Germany’s international competitiveness in foreign trade is unquestionable.” German Business Portal, online

As suppliers to global businesses, trainers and presenters are now required to be internationally capable. Which often means using the **lingua franca** of global business.

On this intensive, 2-day interactive workshop, you will:

- Speak & hear only English
- Explore how to convert your material into English and adapt it for an English-speaking audience
- Test out and practise your trainer / presentation skills in English
- Learn trainer-/presentation-specific English terminology
- Discover what you can and can't say in English
- Profit from immediate, personal, feedback
- Have access to a native-English trainer with 12 years' experience in English language teaching
- Enjoy an evening socialising and small talking in English

You will need to prepare in advance material to be used during the workshop. For example, a current course or presentation. If you still have notes from your Kröber course, bring the work you did on “what makes me unique”. And if you don't have a specific topic right now, use your project work. The main thing is to have something to practise with. If it's familiar to you already, it'll make your life easier!

Day 1

- Why do you want to do your training, or give your presentation in English?
- Who is your audience? Mostly native or non-native English speakers?
- How much experience do you already have in English?
 - Repeat exercises from TTT course – use something familiar
 - What makes you unique?
 - Summary of your training topic / workshop / presentation
 - Feedback and analysis of language
- Typical “danger” areas, e.g. False Friends, inter-cultural traps, faux-pas
- Back to your audience – what kind of questions do you expect from them?
 - Using real examples, imagine what might come up during the training
 - Possible responses to these questions, situations – in teams, role play scenarios
 - Feedback and analysis of language
- Role models – how do others present in English?
 - Some examples of exceptional English speakers
 - Some examples of non-native English speakers, how they manage with a foreign language
 - Feedback and analysis of language

Evening Event

Dinner and socialising together, still in English: intensify the experience – note how the experience changes in a social situation – useful when overseas and spending more time with English-speakers

Day 2

- Review day 1 and evening activities
- Explore the importance of nonverbal communication. Being present and confident is more important than linguistic mistakes (NB: Day 1 looked at typical mistakes which need avoiding)
- Individual practice
 - Each participant uses a “piece” from their workshop/presentation in order to practise language skills (with audio recording)
 - Feedback and analysis of language – and confidence (voice, body language)
 - Practical feedback and advice on flips, power point slides, handouts
- How to maintain learning and keep progressing? (Follow an wholistic approach to language acquisition)
 - Discuss ways to keep up with English improvement
 - Draw up own plan of action

appointment: **26 & 27 August 2011** (2 days + 1 evening (Friday))
Friday from 9.30 AM to 6.00 PM
afterwards together in the restaurant
Saturday from 9.30 AM to 6.00 PM

investment: 440,--€

Special price for students or graduate students our trainings
390,--€

number of students: at least 6 maximum 8

prerequisite: Good level of English (B2 or above)

This workshop is specifically designed for individuals with a KRÖBER Trainer and /or OE Certificate. Naturally, those who have qualified with other institutions or currently work in these fields, are also very welcome. The main criteria is, that you already confidently speak general English.