Language training English: Speak & Skill

GOALS

In this training, you will learn to apply the English language jargon of the financial world in practice in various situations:

- meeting;
- presenting;
- argumentation.

You're embarking on a multifaceted process with a mix of individual or group coaching, field missions, and self-study.

Please note: this course requires approximately 1 to 2 hours of autonomous work per week outside of the scheduled sessions.

SUMMARY

Category:

- Personal development

Difficultylevel:

Advanced

Certification type:

Live webinar

Price:

The joint pricing guidelines are applied as part of a joint initiative.

CPD hours:

- Bank: **13.5h** general
- Insurances: **13.5h** general

INTENDED AUDIENCE

The course can be taken by anyone who regularly uses English in a financial context.

FOREKNOWLEDGE

This course is only open to those with a language level of at least B1 (50). Candidate participants will be asked to take an online language test.

CONTENT

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Week 1 *(duration 45 minutes)*

- **Individual intake interview**

Week 2 (4 hours web conference / 45 minute online coaching / 1 to 2 hours self-practice)

- Online training in group via web conference
    - Instructions : Meetings, Presentations, Argumentations
        - Announce agenda
        - Format a structure
        - Summarise the targets and key messages
        - Establish your voice/tone
- Individual online coaching
- Individual self-practice: watching videos, preparing content, completing short tasks

Week 3 *(4 hours web conference / 45 minute online coaching / 1 to 2 hours self-practice)*

- Online training in group via web conference
    - Realize a structure and link ideas
        - Give a presentation
        - Lead a meeting
        - Provide arguments
        - Agree/disagree
        - Justify
- Individual online coaching
- Individual self-practice: apply techniques, watch support materials, prepare next session

Week 4 *(4 hours web conference / 45 minute online coaching / 1 to 2 hours self-practice)*

- Online conclude + Q&A in group via web conference
    - Summarize main points
    - Hypotheses/alternatives/suggestions
    - Ask and answer questions
    - Manage speaking time
    - Handle audiences
    - Evaluate success
- Individual online wrap up
- Competence test
- Reports
- Individual feedback
- Individual self-practice: apply techniques, watch support materials, self-evaluation, consolidation activities

PRACTICAL INFORMATION

- **Duration:** intake interview (45 minutes) + 3 x ½ day of training (4 class hours) + 3 x individual coaching (45 minutes)
- **Hours:** 09:00 to 13:00 + individual sessions to be determined in agreement with lecturer
- This training will be given online.
- **Language:** This training will be given in English
- **Important**: Participants must have access to the following tools to fully engage with the training: Padlet, Webex, email, and YouTube.
- **Additional information:** The trainer will contact you to determine the exact hour of the intake in week 1. All participants will keep the planned morning free until then. How to get started? Our partner organisation Atolo will send you via email a link to connect to the classes.

- **Educational video recording:** During the course, the trainer may record videos for educational purposes. You have the right to decline being recorded. All videos will be promptly deleted after the course to ensure privacy. Your comfort and privacy are our priority. Feel free to reach out with any questions regarding video recording. We aim to provide a safe and respectful learning environment for all participants.

METHODOLOGY

You follow a **'Live webinar'** digitally in a group. It is 'learning-apart-together'. At an agreed time, the teacher and participants log in to a video conference tool, each from his or her own location and with his or her own computer. Via this tool's camera, microphone and chat function, there is an opportunity for interaction and feedback, both from the participants to the teacher and vice versa. The teaching material consists as a basis of a presentation via the MyFA learning platform, supplemented with various other items (such as digital syllabus, presentation, audiovisual fragments, etc.).