

# Brunel Language Centre

## Summer English and Professional Skills Course

### TIMETABLE Week 1

### English for Communication

Monday	Tuesday	Wednesday	Thursday	Friday
10.00 - 12.00 <b>Campus tour, Computer accounts and enrolment</b>	9.00 – 12.00 <b>Business Presentations 1 Structure, language and engagement</b>	9.00 – 12.00 <b>Negotiating Skills</b>	9.00 – 12.00 <b>Effective participation in meetings and importance of written follow up</b>	9.00 – 11.00 <b>Presentations</b>
Break	Break	Break	Break	
13.00-15.00 <b>Corporate Cultures and Analysis of Experience</b>	13.00 – 15.00 <b>Communicating with customers and other stakeholders: encouraging loyalty and dealing with complaints</b>	13.00 – 15.00 <b>Business Presentations 2 Putting it all together</b>	13.00 -15.00 <b>Spoken Communication in Business: Telephone Skills</b>	

## TIMETABLE    Week 2    English for Being Effective in the Workplace

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9.00 – 12.00</p> <p><b>Being effective in meetings</b></p> <p>(for new arrivals: <b>Campus tour, Computer accounts and enrolment</b>)</p>	<p>9.00 – 12.00</p> <p><b>Stress Management</b></p>	<p>9.00 – 12.00</p> <p><b>Taking control of difficult conversations</b></p>	<p>9.00 – 12.00</p> <p><b>Achieving your goals</b></p>	<p>9.00 – 11.00</p> <p><b>Being Effective in the Workplace</b></p>
Break	Break	Break	Break	
<p>13.00 – 15.00</p> <p><b>Successful time management</b></p>	<p>13.00 – 15.00</p> <p><b>Keeping your clients/customers engaged and positive 1</b></p>	<p>13.00 – 15.00</p> <p><b>Keeping your clients/customers engaged and positive 2</b></p>	<p>13.00 – 15.00</p> <p><b>Motivating your colleagues</b></p>	

## TIMETABLE    Week 3 English for Management

Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 11.00  (for new arrivals: Welcome and tenancy agreements; Campus tour and enrolment)	9.00 – 11.00  <b>Coaching Skills 1</b>	9.00 – 12.00  <b>Team Management</b>	9.00 – 11.00  <b>Coaching Skills 2</b>	9.00 – 11.00  <b>Being an Effective                      Manager</b>
Break	Break	Break	Break	
13.00 – 17.00  <b>Giving Effective                      Feedback</b>	13.00 – 16.00  <b>Managing Styles and                      Managing Conflict</b>	13.00 – 14.00  <b>Team Management</b>	13.00 – 16.00  <b>Developing your                      Team Skills</b>	