



BUSINESS ENGLISH

PROFESSIONAL PRESENTATIONS AND NEGOTIATIONS IN ENGLISH

WORKSHOP
IN ENGLISH

LECTURER

Grzegorz Opolka



Born in 1970. Teacher of English. Greg provides specialized language workshops for professionals who use English in their work. His favorite area is the issue concerning presentations, public speaking and negotiation in English. In his portfolio he also has language trainings for HR, logistics, mar-

keting, and many other departments. He is interested in the various sectors of the economy: automotive, machinery, food, energy, army etc. Greg is also fascinated by the work in multicultural teams, where cultural differences are an impulse to cross barriers and build a better world.

MAIN ISSUES

1st day

- Opening and closing
- Smooth structure
- Visual aids
- Body language
- Q&A sessions
- Presenting you, your strenghts and weaknesses

2nd day

- Negotiating and you – needs and experience
- Preparing to negotiate – step by step
- Relationship-building
- Establishing a procedure
- The proposal stage
- Questioning techniques of negotiations

MEDIA SUPPORT



CAPITAL 24 TV

COOPERATION

mmc • events
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ORGANIZER

mmc szkolenia ↑



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PROGRAM – 1ST DAY

**8:30 Registration of participants
and coffee**

9:00 Unit 1

- Structure of a good opening – ABCD model
- Jump start – capturing audience's interest at the start of a talk

9:45 Unit 2

- The “signpost language”
- Referring to points made earlier
- Mentioning what you'll be talking about
- Logical link between the main points

11:00 Coffee break

11:15 Unit 3

- Structure of an effective close of a presentation
- Techniques for a memorable close

12:00 Unit 4

- Types of questions
- Systems for handling questions

13:00 Lunch

13:45 Unit 5

- Slides as visual media
- Real objects and “props”
- The 666 Rule and the 10-20-30 Rule
- Useful expressions to present a slide

15:00 Unit 6

- The dangers of “data-dumping”
- Attempt to merge slides and documents
- Figures, graphs, charts and tables

15:45 Unit 7

- Elements of body language
- Workshop – short presentation for 2020 Dubai Expo

16:30 End of the training



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PROGRAM – 2ND DAY

9:00 Unit 1

- Principal stages and sub-stages of a formal negotiation
- Useful expressions for the different stages of a negotiation
- Pros and cons of team negotiation and one-on-one deals
- Value of a good agenda
- Important elements of a good agenda
- The proposal stage – the vital ingredients of a good opening proposal

10:30 Coffee break

10:45 Unit 2

- Mistakes at the proposal stage
- Non-verbal IQ
- Opening proposal – four-stage process
- Questioning techniques – art of asking questions
- Different types of questions and the right order
- Exploring interests

12:15 Lunch

13:00 Unit 3

- Generating interest-based options
- The bargaining zone
- Main variables in a typical sales negotiation
- Attaching conditions to offers
- Drawing up a H.I.T. List
- The Zone of Possible Agreement

14:45 Unit 4

- BATNA – your source of power
- Handling breakdowns – speaking directly and diplomatically
- Different options when negotiations break down
- Closing the deal
- Summarising the deal

16:30 End of the training and certificates hand out



12th - 13th April 2017 | Golden Floor Conference Centre
in the Millennium Plaza Building

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WORKSHOP ADVANTAGES

Specialized language workshops for specialists conducting negotiations and presentations in English. We invite you to participate in the language training, dedicated to improving the knowledge of the English language, with particular emphasis on conducting negotiations and presentations. Training Business English is designed for people who are conducting or will conduct negotiations and presentations in English. Negotiations takes participants through the entire negotiation process, from preparing to negotiate to closing the deal. The training gives learners the essential language, skills and techniques needed for successful negotiations and covers topics such as relationship-building, questioning techniques, decoding body language, bargaining and the powers of persuasion. An effective presentation can be the difference between winning or losing a pitch, getting or not getting a job or simply being successful or unsuccessful. The ability to speak English is no guarantee that you can present in English. Presentations in English builds and improves your skills and knowledge and gives you the confidence to make effective presentations in English.

METHODS OF CONDUCTING THE TRAINING

During the training, participants will have the opportunity to improve all language skills – speaking, writing and understanding. Training is conducted in English.

TARGET GROUP

- CEOs, CFOs, HR directors
- Specialists of Different Business Units
- Specialists of Logistics, Purchasing, Supply

PROJECT MANAGER

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TRAINING ORGANIZER

MMC Szkolenia is the brand which belongs to the MMC Polska Group, set up to take care of the qualifications of the staff and to improve personal skills of team members. We believe that this knowledge translates into an increase in the efficiency of the company and the growth of organizations in the microenvironment. Our offer is aimed at companies which enhance workforce development, are aware that people are the core of the company and the improvement of their skills boosts the positive results for the whole organization. The offer consists of a single trainings aimed at developing soft skills, as well as comprehensive training packages in which the participant goes through the process of education, starting with the building of self-awareness, and finishing with the development of skills related to improving the competence of the management team.

ADDRESS

**Golden Floor Conference Centre
in the Millennium Plaza Building**

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Warsaw