



Professional Language Training Courses



Any language, anytime, anywhere (and online)

[LANGUAGETRAINERS.COM](https://www.language-trainers.com)



Are you a sales person visiting clients in 5 or more countries?

Or a board director who needs to perfect her arabic pronunciation?

Or a CTO implementing projects in Spanish and Portuguese?

Or a marketing manager who wants to understand the cultural differences of your target markets?

Do you need flexibility? Are you looking for a truly personal approach and a course outline that covers exactly what you need to know?

We can help you learn the language you need.



About Us Language Trainers

Founded in 2004, Language Trainers provides tailored face-to-face and online language training on a one-on-one or small group basis to business and professional people. With offices in 8 countries across Europe, the Americas and Australia, every year, we provide more than 2,000 courses in 80+ languages to over 5,000 students in 250+ cities and more than 15 countries, from a variety of industries and professional bodies.

WHY CHOOSE US?

Flexibility

Your timetable

Classes are programmed to fit comfortably with your availability (week day or weekends, any time of day convenient to you).

Frequency

Regular or flexible appointments. Once or twice a week to continuously build language skills or more intensive tuition (with up to 6 hours per day) to prepare for specific events.





WHY CHOOSE US?

Academic Support

Academic Focus

Academic advisors available for our tutors and students throughout the course.

Quality

Native trainers with both business and teaching backgrounds. Culturally competent and sensitive to the diverse learning needs they encounter.

WHY CHOOSE US?

Tailor Made Solutions

Course Content

Each programme is individually designed to ensure maximum effectiveness.

Group Size

One to one or small group (anywhere between 2 and 15 students).





WHY CHOOSE US?

Continuous Support

Customer Service

Personal Course coordinator assigned to your course taking care of any eventuality.

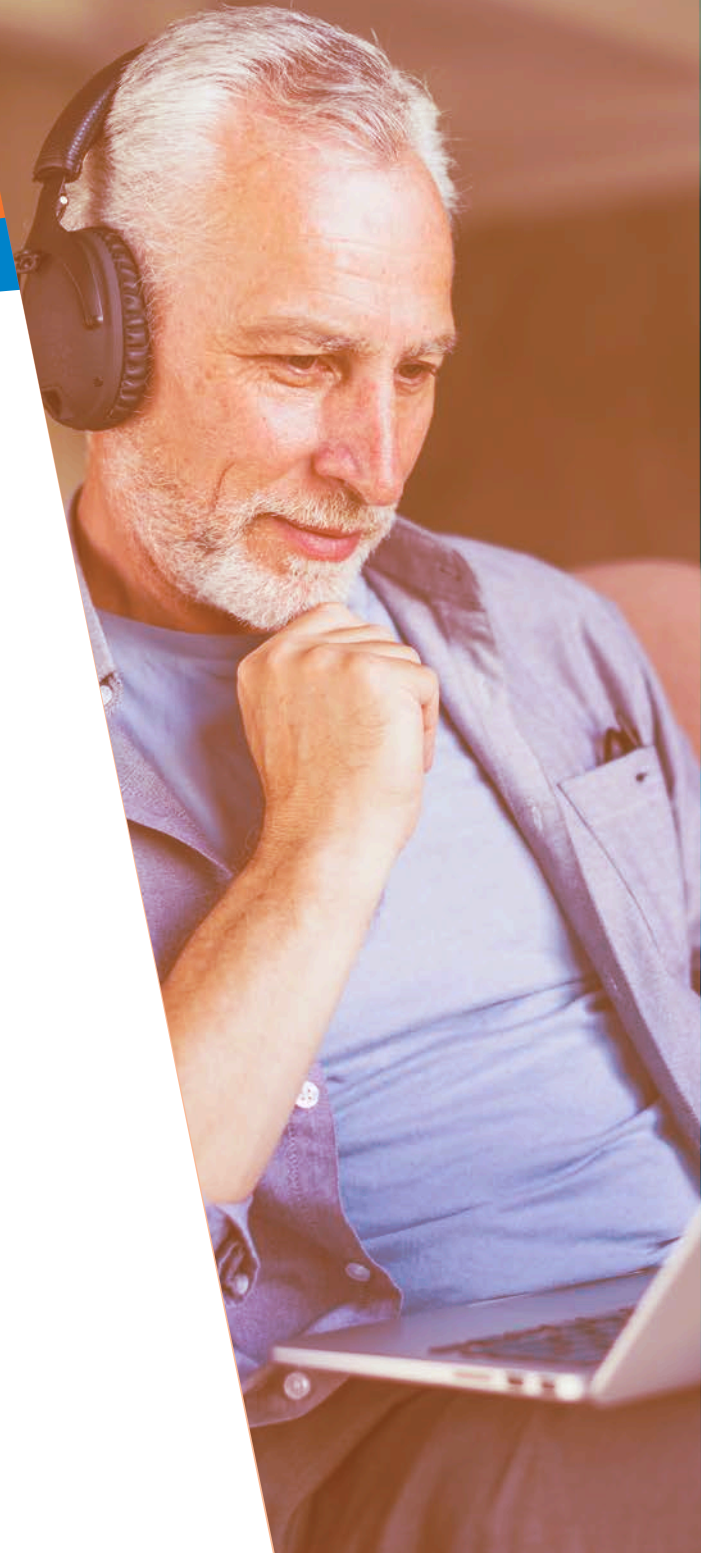
HR Control Center

Instant reports to monitor your employees' progress, attendance and test results in real-time.

WHY CHOOSE US?

Free Level Test Evaluation

Free tailored testing (online and listening) for your company (commitment-free). Recommendations for ideal group size and combinations.



CLIENTS

See more feedback from our clients: [languagetrainers.com/worldwide-clients.php](https://www.languagetrainers.com/worldwide-clients.php)

CORPORATE CLIENTS INCLUDE:



Shell



Coca - Cola



Adobe



Mercedes - Benz

LANGUAGE TRAINERS IS THE PREFERRED SUPPLIER FOR:



General Electric



Amazon



Rio Tinto

ACCREDITATIONS



APPROVED
LEARNING
PROVIDER



LANGUAGE TRAINERS
is an **ISO9001:2015**
accredited organization



Member of
**Language Training
Alliance**



Member of
**International Language
Testing Association**



UK Register
of Learning
Providers

UKPRN: 100 26 760



Courses Offered For Business Services





INDIVIDUAL TRAINING

This course is designed to meet the particular needs of the individual, whether they are studying for a qualification, or wish to reach a basic level of language competency. The recommended length and timetable for the course will depend on the initial and target language levels, as well as the availability of the student. Typically, sessions will be 2 hours in length, and are taken twice a week. However, the lesson schedule is adaptable to the client's needs.



GROUP TRAINING

Language Trainers teachers will focus on the skills and specific language topics required by your employees for successful communication in their next destination or project. Group courses consist of anywhere between 2 and 15 employees, with a similar level of the targeted language.



ONLINE TRAINING

Language Trainer Online teachers are specially trained in video conferencing technology and skills. The teachers fulfil all the quality standards set by Language Trainers and are as qualified as our face-to-face trainers. Ideal for home-working staff members and executives with a busy agenda whether privately or in groups of up to 8 students. Lessons are typically 1 hour in length.

TESTIMONIALS

" Language Trainers have such a great culture and it shows in the way they communicate with you - very attentive and accommodating. My French teacher, Christine, is delightful and I always look forward to our sessions together! Could not recommend enough! "

Maria Febres-Cordero - Adobe
Online French, Reading, UK.

" My Business French course was great - my teacher was a real professional, and if I had any questions she was happy to answer them. Can't believe how quickly I got into. "

Chuck Dennis - HSBC
French in West Virginia, USA

" The course has been very dynamic and I am learning much more than I expected. My teacher has been fantastic, and she has been happy to accommodate my busy schedule. "

Peter Rettaliata - Apex Bulk Carriers, LLC
Chinese in New York, USA.



Our Training Process



BEFORE THE COURSE

- A **professional, purpose-built test** (online and listening) is carried out to assess the initial proficiency level of the learner (example: www.language trainers.com/corporate/amazon)

As well as grading each completed test with a proficiency score, we will collate the results and propose learning suggestions for ideal group sizes and combinations (i.e. which employees should learn together in groups to optimize their language training). This service is **free of charge** and **commitment-free**.

- A very **detailed-needs analysis** is done to ensure that all required topics are covered throughout the course.
- Your employee chooses his or her preferred schedule and location. In the case of groups, the sponsor will decide the timetable of lessons.
- You will receive trainer profiles, highlighting teaching experience and qualifications.

DURING THE COURSE

- **Course objectives** are agreed and **regularly reviewed** with the learner and HR/Learning & Development personnel, making any changes necessary along the way in order for each lesson to be relevant.
- Support throughout the contract from a **personal, dedicated Course Coordinator** who checks in with the employee(s) to ensure 100% satisfaction with the instructor: we offer a **Perfect Fit Guarantee, always!**
- Access to our **Client Control Center** www.language trainers.com/client-control-center-for-hr-departments.php, which offers instant and comprehensive reports to monitor students' progress, attendance, and test results.

AFTER THE COURSE

- Learner(s) will receive an **attendance and completion certificate**, confirming the language studied, the total amount of hours, and the language level attained.
- Skills developed during training help learners assess their workplace performance.





Business Topics

Language Trainers courses offer clients a wealth of learning topics. The outline below highlights topics that could be focused on during a business course.



CONTENTS

ACTIVITIES

BUSINESS CONVERSATION	Key greetings; Observing business etiquette; Making introductions; Starting a conversation; Vocabulary related to your industry and areas of expertise	Practice in pairs; Role playing with the group; Describing your job; Talking about your daily routine and responsibilities
TELEPHONING	Answering phone calls; Asking for information; Writing down information; Telephone etiquette; Common expressions	Dictation; Asking for information; Asking someone to repeat information; Scheduling a call; Listening skills; Giving a summary of what you achieved
ROLES AND RESPONSIBILITIES	Vocabulary related to jobs in the industry; Talking about roles and responsibilities; Describing your job	Using different expressions to describe work tasks; Sending emails
MEETINGS	Vocabulary related to participating in meetings; Asking and answering questions; Giving a presentation; Taking notes	Role play on participating in meetings; Listening to meeting discussions; Word/Item order
INTERNAL COMMUNICATION	Vocabulary related to internal communication; Writing emails and letters; Planning and writing memos, notes and messages; Agendas and minutes	Reading emails and letters; Correcting mistakes; Processing routine requests; Identifying specific details
WRITING REPORTS	Researching, reading, preparing and writing reports; Assessing implications; Making recommendations	Spotting the errors in a report; Findings and recommendations; Making comments
ENQUIRIES, OFFERS AND CONTRACTS	Making general and specific enquiries; Quotations and offers; Different types and stages of offers; Concluding a contract	Asking for and giving information about goods or services; Role play; Researching partners and suppliers; Filling in forms; Writing skills
DEALING WITH CLIENTS	Setting expectations and deadlines; Dealing with unrealistic expectations; Giving explanations using data; Asking about clients' expectations	Writing a report; Asking for and giving feedback about a report; Preparing a survey for a client; Preparing specific questions
GIVING ADVICE	Vocabulary related to giving advice to colleagues or clients; Using comparatives; Giving and understanding explanations; Dealing with enquiries; Working with members of the public	Role play on giving advice for specific situations; Giving instructions; Identifying mistakes in texts; Filling in information
MARKETING	Marketing principles: needs and wants; Developing marketing techniques; Marketing planning: benefits, writing a marketing plan; Market research methods	Carrying out marketing analysis; Case studying; Giving and listening to others' opinions; Business strategies
PRESENTATIONS	Parts of a presentation; Getting to know your audience; Listening to presentations; The use of audio-visual aids; Preparing contents and conclusion to a presentation	Presenting and answering questions about a business idea; Making a presentation; Giving advice to a presenter; Analysing presentations
TEAM WORK	Vocabulary related to working in a team; Describing your soft skills; Talking about the office space	Giving instructions and describing mistakes; Writing tips; Expressing surprise; Listening to a dialogue
NEGOTIATING	Vocabulary related to negotiating; Talking about results; Talking about salaries and percentages	Listening to a dialogue with skillful negotiating; Making proposals; Offers and contracts; Emphasizing money savings
COMPLAINTS AND ADJUSTMENTS	Vocabulary related to dealing with complaints and making adjustments; Different kinds of adjustments; Sending reminders	Filling in forms; Work in pairs; Writing reminders; Examples of buyers' complaints; Answering questions
DIVERSITY AT WORKPLACE	Meeting and working with disabled people; Discussing discrimination at work; Improving diversity at the workplace; Good practices	Writing about the approach to diversity at your workplace; Discrimination against women in the workplace; Correcting yourself; Word building



**Contact Us about your
language training needs**



Please email:

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or click here:

languagetrainers.com

or scan this QR CODE

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UK & IRELAND languagetrainers.co.uk

AUSTRALIA & NEW ZEALAND languagetrainers.com.au

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PORTUGAL languagetrainers.pt

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SOCIAL MEDIA



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