



Virtual Classroom

Effective Meetings and Negotiations in English

The internationalisation of business requires us to conduct more and more meetings and negotiations in the English language. Effective communication and negotiation skills have become vital factors in achieving success in our professional lives. With thorough preparation and convincing arguments, well presented to your audience, you can achieve your goals with greater ease. Through our seminar you will be able to increase confidence when using English with clients, colleagues and suppliers in meetings and negotiations.

Booking number

31728

Learning timeDay 1: 2 x 90 minutes in the morning +
2 x 90 minutes in the afternoonDay 2: 2 x 90 minutes in the morning +
2 x 90 minutes in the afternoon**Price**

individually on request

 **Learning objective**

- ✓ You will learn how to be convincing with your arguments and how to reach your goals in meetings and negotiations.
- ✓ You will emphasise on the strengths in your communication and enhance your abilities to communicate effectively.
- ✓ You will gain self-confidence using English in your professional life.

 **Content****Well prepared for your success**

- preparing and structuring a meeting
- defining your goals and interests
- preparing negotiations in writing and defining your negotiating strategy

Aspects of a successful negotiation

- considering the basics of communication
- showing an honest interest in your negotiation partner
- presenting arguments convincingly – using your rhetorical skills

Success with communication skills

- taking the lead in the meeting
- reaching your goals by clearly stating your interests
- taking body language into account

The role of language

- perfect communication without perfect grammar
- important phrases in English conversation
- presenting the benefits for all negotiation partners

Managing difficult situations and intercultural meetings

- how to handle questions, disruptions and objections
- interacting with respect, openness and understanding
- handling misunderstandings with confidence

