

Pilgrims

Teacher Training 2017 METHODOLOGY AND LANGUAGE FOR TEACHING BUSINESS PROFESSIONALS

Course Dates:
6 August – 19 August

Course Location:
University of Kent at Canterbury

Course Fees:
£1250

Course Code:
TBE32 2 weeks

You can also add this course to your Europass CV.

Target audience

- This course is principally designed for teachers with about one to three year's experience (or approx. 500 hours training) in teaching English to business people.
- It is also appropriate for teachers who are experienced in teaching English and wish to enter the field of Business English.

Course summary

This course is designed to enhance the skills and knowledge you require to deliver Business English training successfully to your business learners in a professional and confident way. This course was originally developed by Human Resource Managers working in multinational companies who specifically wanted language training *by companies for companies* and gives you the fundamentals of training Business English to companies and their staff. It prepares teachers for the kind of training business people expect, exploring in particular the combination of training business communication skills together with language skills and English for Specific Purposes (ESP).

Programme of 5 Training Modules

- **Methods that work in business:** Participants will learn the core methods and approaches to Business English training so they can make an informed choice about which method or approach to facilitate learning for any type of business person in a corporate environment.
- **Skills, ESP and Language:** Teachers will learn how to define the common denominator between business skills, their learners' need at work or ESP - English for Specific Purposes, and find out how language skills are handled. You will learn how to identify and understand communication skills for different business and ESP contexts such as presenting a new idea, negotiating a change of plans and/or writing a cover letter.
- **Course Design and Material:** One of the core skills of a professional Business English trainer is being able to deliver a well-designed course that will match the clients' workplace needs and expectations. Teachers will learn how to conduct a thorough needs analysis and how to define clear training goals. You will be able to set up training courses that have the right balance of topics, skills and tasks that your business learners require and make sound choices in material selection.
- **Materials writing and design:** In Business English training, the range of printed and online resources is vast. Teachers will learn how to select and adapt content. We will be using case studies, online video, presentations, scenarios, role-plays and photocopiable material in order to create and write new worksheets and material for stimulating tasks appropriate to their learners' language level and business context.
- **Techniques of delivery:** A positive learning outcome of a training session is unthinkable without having fun. In this module, you will know how to use appropriate, balanced and varied training techniques such as "game-storming", spontaneous speaking activities, team-building tasks, giving feedback and writing activities.

Preparation

Before commencing the course, teachers should collect information on the Business English training they have undertaken so far. This might include course and lesson plans and materials. In particular, think about the specific needs of your learners and the challenges you face in meeting their needs.

Objectives

This course will give you the essential skills you require to deliver Business English training successfully to companies and to business people. It will provide you with a robust training which offers a distinct career path into the future. It will provide you with the skills and self-confidence English language teachers require when working with ambitious, time-conscious business people who expect to learn today what they can implement tomorrow.

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Expected results

This course will enable you to develop the core humanistic skills of facilitating authentic and constructive communication in business settings which constantly demand a high level of skill and a wide repertoire of creative interventions, feedback and reflection.

Overview of training:

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9:00 - 10:30	Introduction	Methods that work in BE	Module 2: Business skills and ESP	Business skills and ESP	Course Design and materials
11:00 - 12:30	Module 1: Methods in Business English	Methods that work in BE	Business skills and ESP	Business skills and ESP	Course Design and materials
Afternoon 14:00 - 15:30	Methods that work in BE	Team Building workshop	Business skills and ESP	Module 3: Course Design and materials	Course Design and materials

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 9:00 - 10:30	Module 4: Material selection	Materials writing	Module 5: Delivery Techniques	Gamesstorming	The Scenario Technique
11:00 - 12:30	Materials writing and design	Materials writing	Delivery Techniques	The Scenario Technique	10 best activities for BE
Afternoon 14:00 - 15:30	Getting techy – online material	Worksheet Workshop	Case studies	The Scenario Technique	Feedback

Type of certification awarded:

Attendance certificate detailing topics covered, course content and the number of training hours.

Is this the right course for me?

- Yes if you are an experienced English teacher, or have just started training in the Business English field, and want to develop Business English training skills
- Yes if want to gain experience and develop a teaching future in Business English
- Yes if you wish to gain a certificate and show future employers that you have the appropriate Business English skills
- Yes if you want a rewarding teaching career in the corporate training sector.

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