



Stowarzyszenie Księgowych w Polsce
Oddział Okręgowy w Łodzi



KURS

Business English

Miasto: **Łódź**

Data rozpoczęcia: **30.09.2019**

www.lodz.skwp.pl



Zapytaj o szkolenie

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Nie znalazłeś oferty dla siebie?
Poinformuj nas jakiego
szkolenia szukasz:
biuro@lodz.skwp.pl

Business English

BUSINESS ENGLISH - 45 hours
(Język angielski biznesowy)

The aim of the training is:

- for the participant to learn business and finance vocabulary,
- preparation for making use of professional language in the business environment (reading, speaking, writing).

Accomplishment of training objective requires:

- Active participation in the training,
- Self-study (review of training materials, practical exercises prepared by the trainer)
- Passing the final exam.

Classes will be conducted in the form of seminar with lots of practical exercises and speaking activities.

The course is planned for 45 learning hours including:

| | |
|--|------|
| Topics in line with detailed program below | 44 h |
| Written exam | 1 h |
| Total | 45 h |

1. Job interviews, career planning, work experience, employment.
2. Negotiations. Business ethics.
3. Business presentations.
4. Meetings. Cross-cultural business relations.
5. KPI - key performance indicators.
6. Work appraisal and feedback.
7. Small vs. big business.
8. Internal control system. Audit. CSR.
9. Sales and customer service - handling complaints.
10. Business cycle and financial crisis
11. Marketing. Liquidity management.
12. Production / trading/ service companies
13. Risk management
14. Investing and financing



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Projects / Business Plan

Final Exam

Participants of the training should have at least middle education level and should demonstrate:

- English level intermediate (B1).

Classes will be conducted in English only.

In order to apply you will need to:

- submit your application document,

- issue the advanced payment required.

Reimbursement of the pre-paid amount is possible only in the case of a written notification of participation withdrawal, handed in no later than 5 working days prior to the course beginning. The remaining amount is due to be paid during the course period, within the deadline specified by the organizer.

For those paying individually, the overall cost of the course can be paid in installments, following a written agreement with the course organizer and including an increase in the remaining amount by 5%.

Classes will be conducted once student groups are formed.

Course mode:

- Once a week 3 training hours, from 16.45

We invite you to try out our training offer.

In order to sign up, click on the "zapisz się" (sign up) button and fill in the registration form.