

★ SUMMER CAMPUS ★

apd[●]LIVE

Curso Online

ONLINE IN ENGLISH: Making the most of meetings!

Developing your talent
for communication online

apd

#OnlineinEnglish

July 12, 14, 19 and 21, 2021



#OnlineinEnglish

ONLINE IN ENGLISH

Making the most of meetings!

INTRODUCTION

Zoom and Teams have become part of our professional lives. We have had a year to get up to speed and we now handle meetings on-line well.

But what happens when we switch to English?

Are we as confident? Do things go just as well?

On-line in English: it's different and yet, it's the same!

Almost **every professional in every company will need to meet on-line in English in the future**. We do not know what final form globalization will take, but we do know that it is irreversible.

Being ready is not an option. It is a responsibility. What we do in Spanish, we need to be able to do in English!

The first step is to be sure we can participate actively in meetings. Then, we need to be able to organize and lead effective meetings.

You need the same communication skills but the environment imposes other, additional requirements.



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OBJECTIVES

- **Facilitate** the vocabulary and language skills required to participate actively and assertively in on-line meetings
- **Analyse** and understand what makes an effective on-line meeting
- **Discover** the keys to being a successful on-line meeting leader.
- **Develop** your skills by doing; not by listening.

BENEFITS

- A pragmatic and participative results-oriented course
- The acquisition of relevant language and language skills
- Key further developments of your ability to communicate in English
- Opportunities to participate in AND lead on-line meetings
- A dynamic, effective and enjoyable way to up-grade your skills

FORMAT

- 4 on-line sessions of two hours over two weeks
- Small groups
- Short briefings combined with a variety of communicative exercises that exploit the possibilities of the on-line experience: chat, breakout rooms for pair work and small group work, group discussions, polls..
- Constant feedback to identify opportunities for improvement.



SESSIONS

ONLINE IN ENGLISH: Making the most of meetings

CONTENT

The following areas will be covered over the 4 sessions but not sequentially nor necessarily separately.

Language for participating in English:

- Asking for & offering opinions, interrupting, indicating agreement & disagreement, clarifying & asking for clarification, suggesting and recommending....
- Presenting information
- Using numbers and dates

Leading on-line meetings:

- Keys to successful meetings
- The responsibilities of an effective leader
- Ensuring participation
- Getting results!

Specific language for use in on-line meetings

Taking minutes: somebody has to do it!

The art of asking questions:

- Open v. Closed
- Direct questions v. Indirect questions
- Structured questioning

Assertive, non-confrontational language for difficult situations.

Active listening: What is it and how do we practise it?

Be understandable! Getting **word stress** and **sentence stress** right.



SPEAKER

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SIMON GARDNER

Your trainer in business communication skills in English

I've spent a professional life-time helping Spanish-speaking business professionals communicate better in English:

- Running meetings,
- Participating in multi-cultural teams,
- Presenting information and speaking to an audience,
- Negotiating...

all require good communication skills and the ability to deploy them in English. This is where I operate.

The last 12 months have been a rapid learning curve for all of us, trainers and consultants included! We have been thrust into the on-line environment and if it has had its difficulties in Spanish, working in English has been more difficult.

Whatever our feelings, on-line communication is here to stay and we need to do it well, using the advantages and minimizing the disadvantages.

My job is to help you feel comfortable meeting up with colleagues, clients and suppliers on-line.

Together, we can do it!



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JORNADAS
VIRTUALES EN
DIRECTO



SÍGUELAS
DESDE
CUALQUIER
DISPOSITIVO



PONENTES Y
EXPERTOS
DE PRIMER
NIVEL



PREGUNTA
DIRECTAMENTE
A LOS
EXPERTOS

INFORMACIÓN PRÁCTICA

Fechas: 12, 14, 19 y 21 de julio de 2021

Horario: de 09:00 h. a 11:00 h.

Teléfono: 94 423 22 50

Correo electrónico: inscripcionesnorte@apd.es

Inscripciones: www.apd.es

CUOTA DE INSCRIPCIÓN

- Socios Protectores de APD: 250 € + IVA
- Socios Globales e individuales de APD: 350 € + IVA
- Non socios: consultar con Josu Escudero a través de la dirección jescudero@apd.es o en el 607.320.216

SER SOCIO DE APD TIENE IMPORTANTES VENTAJAS

CANCELACIONES

Cancelaciones gratuitas válidas hasta **48 horas** antes de la celebración de la actividad.

FORMA DE PAGO

- Domiciliación bancaria
- Tarjeta (pasarela web)
- Transferencia a:
 - Banco Santander:
ES42-0049-1182-3721-1003-3641
 - BBVA:
ES65-0182-1290-3800-0032-5792
 - Caixabank:
ES54-2100-6440-0521-0009-2274

FORMACIÓN IN COMPANY

Esta formación se puede realizar en formato In Company, diseñando y adaptando el programa a las necesidades reales de la empresa que lo solicite.

Servicio exclusivo para Socios de APD.

Contacta con Gaizka Azcuénaga para más información: gazcuenaga@apd.es

Se remitirá un enlace a los inscritos para conectarse al Seminario



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PRACTICAL INFORMATION

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E-mail: inscripcionesnorte@apd.es

Inscriptions: www.apd.es

REGISTRATION FEE

- Protective Members of APD: 250 € + IVA
- Global and individual APD Members: 350 €+ IVA
- Non members: consult Josu Escudero
(jescudero@apd.es or 607.320.216)

BEING AN APD MEMBER HAS IMPORTANT
ADVENTAGES

CANCELLATIONS

Free cancellations valid up to 48 hours before
the activity takes place.

PAYMENT METHOD

- Direct debit
- Credit Card
- Transfer to:
 - Banco Santander:
ES42-0049-1182-3721-1003-3641
 - BBVA:
ES65-0182-1290-3800-0032-5792
 - Caixabank:
ES54-2100-6440-0521-0009-2274

IN COMPANY TRAINING

This training can be done in In Company
format, designing and adapting the program to
the real needs of the company that requests it.
Exclusive service for APD Members.

More information: Gaizka Azcuénaga
gazcuenaga@apd.es

A link will be sent to those registered to connect to the course



APD Congressos
***“Estás en
tu Elemento”***

DESCÚBRELO



apd

LA COMUNIDAD GLOBAL DE DIRECTIVOS

APD Zona Norte

José M^a Olabarri, 2 bajo
48001 Bilbao
inscripcionesnorte@apd.es
94 423 22 50

Síguenos en



www.**apd**.es



14 y 15 de julio de 2021 | Valencia

4 Congreso Nacional de CFOs



6 y 7 de octubre de 2021 | Santiago de Compostela

4 Congreso Internacional de RRHH



23 y 24 de noviembre de 2021 | Barcelona

4 Congreso Internacional de CIOs