



PROFESSIONAL SKILLS WORKSHOPS

Improve yourself this summer: The Language Partnership are specialists in Business English. Our workshops are highly interactive and give you the opportunity to develop both your professional skills and English language. Part 2 of our summer series focuses on your skills in marketing products, services and yourself.

Date	Objectives	Topics
<p>Thursday 17 August 2017</p> <p>All about LinkedIn</p>	<p>You will improve both your fluency and accuracy in developing your professional profile on LinkedIn.</p> <p>You will enhance your wider professional skills in critically reviewing how to market yourself effectively on social media.</p>	<p>Professional contexts</p> <ul style="list-style-type: none"> ✓ Writing your profile and describing your skills on LinkedIn. ✓ Making and receiving recommendations. ✓ The power of the photograph/look and feel of your page.
<p>Thursday 24 August 2017</p> <p>Presenting a product or service</p>	<p>You will improve both your fluency and accuracy when presenting a product or service in English.</p> <p>You will enhance your wider professional skills by critically reviewing body language, dress code, use of language, techniques for persuasion, active listening, cultural awareness and the management of difficult questions.</p>	<p>Professional contexts</p> <ul style="list-style-type: none"> ✓ Developing and structuring a presentation. ✓ Delivering a presentation. ✓ Managing questions. ✓ Following up. ✓ Talking powerfully about your values and beliefs.
<p>Thursday 7 Septembre 2017</p> <p>Performing with confidence in an interview</p>	<p>You will improve both your fluency and accuracy when using English in a job interview.</p> <p>You will enhance your wider professional skills by critically reviewing body language, dress code, use of language, techniques for persuasion, active listening, cultural awareness and the management of difficult questions.</p>	<p>Professional contexts</p> <ul style="list-style-type: none"> ✓ Preparing for a job interview. ✓ Participating in a job interview. ✓ Asking questions at a job interview. ✓ Talking powerfully about your values, experience and skills.

Hours: 19h00 – 21h00 Informative booklet, free templates and refreshments are provided.

Price: 35,00€ (36,05€ VAT Incl.) - Registration: E sarah@tlp.lu or T 00352 691 805 580