

Meetings

Learn how to lead a meeting or actively participating in a meeting

Objectives :

The workshop focuses on:

- Starting and ending the meeting
- Setting the agenda
- Addressing the various points
- Asking attention to a point
- Summarising the points
- Leading the round of opinions
- Ask an opinion
- Give an opinion
- Give arguments for an opinion
- Say that you have the same/ a different opinion
- Ask for clarifications
- Give clarifications

Suitable for:

Anyone of Berlitz level 4 who wants to learn how to lead a meeting or actively participate in a meeting

- More confidence when leading or participating in a meeting

- More fluency and accuracy in meetings
- Practical language skills



Format :

2 full days of 9 individual lessons

Price 875 €