

Courses at a Glance

International Communication in English

Business English (as required)

International Communication in English (language, interpersonal, intercultural, functional)

Pilot (14 hours, 2 days)

Full (24 - 30 hours, 4 - 5 days)

Developing Competences for International Business Writing in English (12 hours, 2 days)

Specialised English Courses

Military English (as required)

English for Police and Law Enforcement (as required)

Marketing English (as required)

Financial English (as required)

English for Property and Real Estate (as required)

Skills and Functions

Presentations in English (14 hours, 2 days)

Negotiations in English (14 hours, 2 days)

Meetings in English (14 hours, 2 days)

Telephoning in English in English (14 hours, 2 days)

Conference calling in English (14 hours, 2 days)

Socialising in English (14 hours, 2 days)

Leadership and Team Training

Leadership and team management (12 hours, 2 days)

Leadership and Management English (24 hours, 4 days)

Coaching

Executive Coaching (1 hour sessions, 4 hours recommended)

Language Coaching (1 hour sessions, 4 hours recommended)

Intercultural Communication

Developing Intercultural Competences (28 hours, 4 days)

University Courses

Lecturing in English (21 hours, 3 days)

Coaching for Academic Writing (30 hours, 5 days)

Academic Writing in English for Academics (28 hours, 4 days)

Academic Writing in English for Students (28 hours, 4 days)

Analytical Tools and Academic Skills for Business School students (14 hours, 2 days)

Intercultural Competences for University Staff (28 hours, 4 days)

English for University Staff (up to 30 hours, 5 days)

Teacher and Trainer Training

Working with Arabic Speakers (7 hours, 1 day)

Teaching Virtually (7 hours, 1 day)

Teaching for Examinations (7 hours, 1 day)

Teaching Military English (7 hours, 1 day)

Teaching Business English (30 hours, 5 days)

Training Intercultural Skills (30 hours, 5 days)

Teaching EAP (7 hours, 1 day)

From Business English to Business Communication Trainer Training (14 hours, 2 days)

Examination Preparation

Intensive IELTS (as required)

Intensive BEC (Preliminary, Vantage or Higher) (as required)

Booking or Enquiries

Benjamin Dobbs ben@bd-comms.co.uk

+44 7437 017435

www.bd-comms.co.uk

Skype: b-r-dobbs