



Training Proposal for _____

DESCRIPTION: Weekly One-on-one English training for _____

Training will be customized to meet the participant's individual needs. A tentative agenda is included in this proposal, but is subject to change. We will begin with a block of ten 90-minute lessons that take place once a week. More lessons may be arranged as needed.

INSTRUCTOR: Lynnea Mahlke is a Phi Beta Kappa graduate of Cornell University with over a decade of experience adding value to firms such as Pfizer, Alcon Research, LTD., Bose, Abbott Labs and Bayer. Her mission is to provide innovative, high-level ESL and business skills training to empower international professionals to communicate successfully on the global market.

AREAS OF FOCUS:

1. Small talk and rapport
2. Conversation preparation and practice
3. Pronunciation and clear communication
4. Presentation skills

AGENDA (Subject to change)

- Session 1: Introductions & making a strong first impression / Communication skills and pronunciation assessments
- Session 2: Vocabulary Training Techniques / Conversation preparation techniques
- Session 3: Creating Rapport: The Art of English Small Talk / Pronunciation Training
- Session 4: Grammar overview - The Pareto Principle / Business etiquette
- Session 5: Conversation skills practice - talking about your work / Representing yourself and your company well
- Session 6: Presentation skills practice
- Session 7: Conversation skills practice - talking about your company and industry
- Session 8: Presentation skills practice
- Session 9: Pronunciation review / networking and practicing small talk
- Session 10: Grammar review / Meet your Goals / The Continuing Learning Process

PRICE: \$750