



One-to-One Training for Company Personnel



Who is this training for?

It is for managers, executives and other key personnel who need training in English as part of their company's strategy for implementing its business plan and meeting its targets.

Companies normally send a number of selected employees on this programme; either a number each year or a prescribed number over a

single pre-arranged period. However, training is sometimes provided for one individual.

EJO works very closely with companies in preparing, monitoring and evaluating these courses.

What happens during training?

Our host teachers are carefully selected for their skills and for their ability to deliver this type of training. Many have had careers in business or a relevant profession.

The programme normally combines systematic and rigorous training to develop the trainee's competence and confidence in using English with a specialist component.

The specialist component normally runs in parallel. This is obviously determined by individual company requirements and is planned in detail before the start.

We use up to date training resources totally relevant to the needs of the individual programme.

What kind of areas do you offer specialist training in?

Examples of training in specialist areas of English that EJO has provided for companies are:

Introducing the company's product to the market

Making presentations in English

Negotiating contracts

Telephone calling and telephone sales

Buying and selling in the investment world

Preparing briefs, specifications and reports

Preparing instruction manuals

Developing English skills for teaching or

instructing in specialist fields

However, the requirements of individual companies differ considerably and there are, of course, many other possible specialist component areas which may be asked for.

What is a typical day?

The daily plan varies according to the design and content of the programme but a typical day on, for example, a 'Preparing and making presentations in English' course may look like this:

0800	Breakfast with your host teacher
0915 – 1015	Lesson 1 – Review of the different ways of expressing the future in English and intensive practice
1030 – 1130	Lesson 2 – Specialist component – Planning the presentation: the beginning, middle and end; timing
1145 – 1245	Lesson 3 – The use of audio-visual resources
1300	Lunch with your host teacher Afternoon visit to local company and meeting personnel
1800 – 1900	Early evening TV news and current affairs programme
1900	Evening meal with your host teacher
1945 – 2045	Private study assignments arising out of morning's lessons
2100 – 2200	Opportunity for free time, private study, relaxation or socialising

What is included in the price?

- Comfortable accommodation and all meals in the home of your host teacher
- Living as part of the household during the stay
- Introduction to the local area
- The pre-arranged number of hours of training each week (20, 25 or 30)
- A training course designed to meet individual needs and company requirements
- Use of up-to-date course resources
- The support of the EJO Director of Studies
- Course report, including suggestions from your host teacher for further study after your course
- Certificate of Attendance

Are there any extras?

The following are at additional cost:

- Travel from and to the trainee's own country
- Meeting on arrival and travel between point of arrival and departure in the UK and host teacher's home
- Expenditure associated with any local outings and visits (unless asked for and booked in advance)
- Travel Insurance (EJO can make arrangements for this if asked to do so in advance)

EXAMPLE OF A TWO-WEEK, TWENTY-FIVE HOUR-PER-WEEK COMPANY PERSONNEL TRAINING COURSE PROVIDED BY EJO

Preparing and making presentations in English

The company was establishing and developing new sales outlets in different countries in the EU and envisaged a significant increase in the number of presentations that members of the sales team would need to make in English.

The company required training for twelve members of its sales team over an eighteen-month period. Selection criteria included the prerequisite of knowledge of English at intermediate level.

Course aims

The aim of the course was to train participants in techniques associated with making effective presentations as well as in the English language skills required to do this.

EJO worked with a representative of the company to establish the following course aims. These were to:

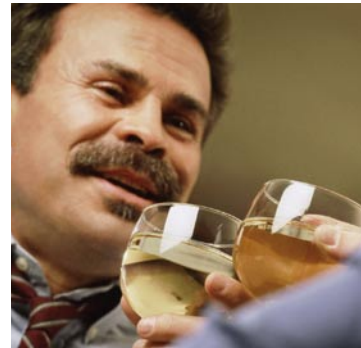
- develop relevant and appropriate skills in the use of English
- identify the aims and objectives of the presentation and the intended outcomes

- define the audience
- identify the relative merits of different visual resources and ways of using these effectively
- plan and prepare the presentation with appropriate timing
- develop relevant presentation skills including voice control and use of appropriate body language
- develop skills in managing questions
- identify possible problem areas and ways of dealing with these

Outcomes

By the end of the course, trainees were able to use English effectively to:

- define the objectives of a presentation
- identify and target their audience
- design visual aids with impact and use them to support their presentation
- plan and structure a presentation
- deliver an effective presentation
- handle questions and answers effectively
- use interpersonal skills to enhance the manner in which they projected themselves



*How is a training
programme arranged?*

Company training or personnel officers contact us by e-mail (programmes@ejo.co.uk) or phone (+44 1428 751549) to discuss their requirements.

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EJO English Home Lessons



Accredited by the

