



English for Managers

Linguae Mundi
Centre for Global Engagement
Coventry University

English for Managers

Welcome to Coventry University and welcome to the Centre for Global Engagement's "English for Managers" course, offered by Linguae Mundi, the university-wide language programme.

Key Information

Course Name	English for Managers	
Course Type	Professional Development	
Location	Coventry, UK	
Address	Priory Street Coventry CV1 5FB United Kingdom	
Dates	14/12/2015 – 19/12/2015	
Fees	£1,275 per participant	
Participants	Min. 10 – Max. 25	
Course Contacts	Programme Manager	Academic Manager
	Ms Anisha Kaur ab2027@coventry.ac.uk +44-24-77-659219	Dr Cedric Krummes ab9233@coventry.ac.uk +44-24-77-659210

Course Aims

The aim of this course is to:

- Give participants the confidence and skills to use spoken and written English in various contexts relative to the classroom, meetings and formal settings
- Encourage active participation through participant-centred and communicative teaching approaches
- Prepare participants to communicate effectively in international and intercultural contexts

Course Content

Participants can expect to cover the following areas during the course:

- Introducing one's work, organisation, and international partners
- Doing an elevator pitch followed by impromptu questions
- Simulated intercultural meetings
- Comparing professional emails
- Giving presentations and speeches
- Communicating in international and intercultural contexts

What's included in the fees?

The fees per participant are £1,275 and include the following:

- a total of 24 hours of training
- tea and coffee breaks
- lunch
- 3 dinners
- social events, including the Coventry University staff Winter Ball
- hotel accommodation plus breakfast (7 nights)

	Mon, 14 Dec	Tue, 15 Dec	Wed, 16 Dec	Thu, 17 Dec	Fri, 18 Dec	Sat, 19 Dec	
9.00am	Welcome and Introductions	Questions of Networking	Verbal Communication with Others	Writing Professional Emails	Course Review	Free Time	
9.30am							
10.00am							
10.30am	Break	Break	Break	Break	Break	Visit to Warwick Castle Mini bus – 10am – 4.00pm	
11.00am	Our Current Position	Individual Presentations	Language for Successful Presentations	★Mock Multicultural Meeting	★Group Presentations		
11.30am							
12.00pm							
12.30pm	Lunch	★Networking Lunch	English Afternoon Tea	Lunch			
13.00pm							
13.30pm	Introduction to Online International Learning”	Introduction to intercultural skills for managers	Negotiations across Borders	Internationalisation of the Curriculum			
14.00pm							
14.30pm	Tour of the Campus and Coventry City Centre	Birmingham- Tour of Europe's Largest Public Library; German Christmas Market; Shopping Mini bus drop off - 2.30pm	Chairing Multicultural Meetings	Giving Effective Speeches			Fargo Village Visit- Creative Industries; Coventry Transport Museum Tour
15.00pm							
15.30pm							
16.00pm							
16.30pm	Free Time	Free Time	Free Evening (Late night Christmas shopping in Coventry)	"Queen Anne" at the Royal Shakespeare Company Theatre in Stratford-Upon-Avon Mini bus – 4:00pm- 10.30pm	Free Time	Farewell Dinner	
17.00pm							
17.30pm							
18.00pm	Welcome Dinner	Free Time	Free Evening (Late night Christmas shopping in Coventry)	"Queen Anne" at the Royal Shakespeare Company Theatre in Stratford-Upon-Avon Mini bus – 4:00pm- 10.30pm	Coventry University Staff Winter Ball at the Royal Court Hotel		
18.30pm							
19.00pm							
19.30pm							
20.00pm							

Academic Programme

Intercultural Competencies

Break, Lunch or Dinner

Social Programme

Events marked with a “★” indicate that participants will engage with non-course participants