

# Teacher and Trainer Training

## From Business English to Business Communication

<b>Description:</b>	An intensive, demanding and transformational course for teachers, trainers and consultants who wish to expand their training offerings beyond language skills, grammar and vocabulary and move into more holistic communicative training, including intercultural and interpersonal skills.
<b>Course Content:</b>	Group dynamics and rapport-building The interplay of language, personality, culture and context An introduction to Intercultural communication Coaching skills Training trust-building Simulations and role-plays in training Training influencing Effective feedback Conflict and conflict-handling The levels of listening EFL and ELF: training native speakers in international English Training practice
<b>Group Size:</b>	12 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	14 hours over 2 days.
<b>Course Fee:</b>	£240 per person (minimum 6 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Training Intercultural Skills

<b>Description:</b>	<p>Training for trainers or course providers in intercultural communication and skills. This course is highly practical and involves creation and presentation of a portfolio based on the week's work and delivery of a peer-to-peer practice training session.</p> <p>This course has been successfully held in the UK on numerous occasions with multinational groups.</p>
<b>Course Content:</b>	<ul style="list-style-type: none"><li>Group dynamics</li><li>Managing stakeholders in your training</li><li>Effective communication</li><li>Communication profiling</li><li>Visualising, modelling and defining culture</li><li>Effective feedback</li><li>Culture, personality and context</li><li>Stereotypes and majority behaviours</li><li>Cultural viewpoints</li><li>The training cycle</li><li>Flows, windows, loops and boxes: training models</li><li>Needs analysis</li><li>Learning styles and competence models</li><li>Objective communication and DIE analysis</li><li>Socialising and functioning across cultures</li><li>Risk and uncertainty</li><li>Interpersonal skills: influencing, trust-building, conflict and decision-making</li><li>Key thinkers and applying their work</li><li>Team-building and diverse teams</li><li>Practice training session and portfolio presentation</li></ul>
<b>Group Size:</b>	6 – 12 participants is recommended
<b>Participant Profile:</b>	Native or non-native (level B2+) speakers of English, new or experienced in delivery of intercultural communication training. These may be, amongst others, freelance trainers or consultants, training managers, teachers, coaches or HR professionals.
<b>Location:</b>	At institution, in-company or other suitable venue.
<b>Recommended Length:</b>	30 hours over 5 days.
<b>Course Fee:</b>	From £350 per person (minimum 6 people)
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Working with Arabic Speakers

<b>Description:</b>	A course for teachers who will be, or are, working with students from Arabic-speaking countries.  This course has recently been successfully delivered in the UK and online.
<b>Course Content:</b>	Arabic and English How the Arabic script works Figurative language and psycholinguistics Pronunciation beyond /p/ vs. /b/ Writing challenges and the Arabic script Culture and intercultural communication The academic environment and Arabic speakers Is there a unified "Arabic" culture? Lesson planning and delivery
<b>Group Size:</b>	16 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	7 hours over 1 day.
<b>Course Fee:</b>	£60 per person (minimum 10 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Teaching Virtually

<b>Description:</b>	Training for teachers who wish to teach via phone or online, individually or with often large groups.
<b>Course Content:</b>	Virtual communication Perceptions of virtual teaching Methodologies Maintaining interactivity and dynamic lessons Non-pedagogical best-practice Media for teaching Use of technology in teaching Troubleshooting
<b>Group Size:</b>	16 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	7 hours over 1 day.
<b>Course Fee:</b>	£60 per person (minimum 10 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Teaching EAP

<b>Description:</b>	A course for teachers seeking to move into teaching English for Academic Purposes.
<b>Course Content:</b>	Academic style Genre and genre analysis Hedging and distancing Using sources and writing literature reviews References and citations Plagiarism, detection and avoidance Common academic lexis Essays and academic writing Developing and training critical thinking skills Academic presentations Listening to lectures Taking part in seminars Using cases studies Research and report writing
<b>Group Size:</b>	16 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	7 hours over 1 day.
<b>Course Fee:</b>	£60 per person (minimum 10 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Teaching for Examinations

<b>Description:</b>	Training for teachers wishing to teach for English language examinations. The course can be tailored to newer or experienced teachers and to a range of examinations or one specific test.
<b>Course Content:</b>	The fateful acronyms: IELTS, BEC, FCE, BULATS etc. The role of practice tests General English and examinations Skills required Teaching English or teaching to an exam? Planning and delivering a practice lesson
<b>Group Size:</b>	16 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	7 hours over 1 day.
<b>Course Fee:</b>	£60 per person (minimum 10 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Teaching Military English

<b>Description:</b>	Intensive developmental training for teachers wishing to teach or train participants from military forces or in roles connected to defence or the military.
<b>Course Content:</b>	Perceptions of military English Participant and student profiles Military English teachers Military English vs. English for the military Materials Carrier content and real content Skills in context Functions Practice training session
<b>Group Size:</b>	16 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	7 hours over 1 day.
<b>Course Fee:</b>	£60 per person (minimum 10 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Teaching Business English

<b>Description:</b>	<p>A progressive training course over 5 days starting with the fundamentals of business English teaching and working up to the development of communication training and coaching skills.</p> <p>The course combines theory, tool and fact-based training and integrates this into practice, giving participants all they need for dynamic and successful business English lessons in multiple contexts.</p>
<b>Course Content:</b>	<p>Day 1: Perceptions of business English, basic business concepts, language and grammar for business, introducing key functions and skills, needs analysis, business roles</p> <p>Day 2: Use of case studies and business tools (including SWOT, 'LoNG' PESTEL, BCG Matrix, Stakeholder mapping), carrier and real content</p> <p>Day 3: Training and teaching, training business functions (negotiations, meetings, presentations, virtual communication, socialising), business writing, language exams</p> <p>Day 4: Introduction to intercultural communication, bespoke course design, one-to-one and group training, coaching</p> <p>Day 5: Training intercultural and interpersonal skills, holistic communication training</p>
<b>Group Size:</b>	16 people (maximum).
<b>Participant Profile:</b>	New or active English language teachers and trainers.
<b>Location:</b>	At institution or other suitable venue.
<b>Recommended Length:</b>	30 hours over 5 days.
<b>Course Fee:</b>	£350 per person (minimum 6 participants).
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>
<b>Benjamin Dobbs</b>	<a href="http://www.bd-comms.co.uk">www.bd-comms.co.uk</a> <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a> +44 7437 017435