

“fluency,”

BUSINESS ENGLISH WORKSHOPS



BUSINESS LANGUAGE TRAINING

BUSINESS ENGLISH WORKSHOPS



Q: Are **YOU** as confident in English as you would like to be? If you feel there is room for improvement, then **this workshop is for you.**

MHC Business Language Training is offering a series of 1 or 2-day intensive workshops, designed to boost your business English communication skills fast and effectively. The first of their kind in Central Europe, that are proven to help you improve your business English skills. You will learn:

Fluency
Management
Office
Vocabulary
Grammar

- Conversational skills for oral communication.
- English for meetings, presentations and negotiating.
- English for telephoning, emailing and small talk.
- All the key business phrases you need.
- Professional, smooth communication style.

Mark and Jonathan bring **20+ years** professional Business English experience to deliver a dynamic, communicative and interactive workshop, both highly productive and enjoyable.

Professional & Experienced Business English Trainers from the UK



Mark Heather
CELTA Qualified
Business English Trainer,
Southampton, UK



Jonathan Hill
CELTA Qualified
Business English Trainer,
Manchester, UK

DATES

Dates available upon request!

Venue:
Hotel Sandor Pavillon
Piešťany,
Slovakia - or
a venue of
your choice.



BUSINESS ENGLISH WORKSHOPS

Hotel & Venue Overview

- * **4* Hotel Sandor Pavillon, Piešťany** - perfect for relaxation, wellness & conferences.
- * **Historic Piešťany** - famous for its spas, wellness facilities and treatments.
- * **Fine restaurant** - international cuisine and wines.
- * For further information on the hotel, please visit www.hotelsandor.sk.

Day 1 - Programme *

- * **Introductions and partner interviews** - getting to know each other, ice-breaking.
- * **Professional communication** - speaking with colleagues, clients and customers.
- * **Language of meetings** - debating, chairing/leading discussions, being diplomatic.
- * **Telephoning** - clear communication, giving and receiving information, spelling.
- * **Emailing** - formal vs. informal style, key emailing phrases, written grammar.

Day 2 - Programme *

- * **Simulations** - real-life situations to train authentic business English dialogues.
- * **Negotiating** - asking questions, sensitive discussions, persuasion techniques.
- * **Presentation skills** - key phrases, getting the audience's attention, using the voice.
- * **Group presentation** - putting new skills into practice, bringing it all together.
- * **Close** - summary of workshop, closing thoughts, farewells.

* The above programme can be tailored to individual needs and wishes.

Would you like to attend? You do! Then please contact office@mhc-training.com for further details.



Course Fees

Price per person - 399,-€* (all inclusive):

- * 2-day workshop inc. all materials and handouts.
- * Conference venue inc. all refreshments during the workshop.
- * Two lunches, one evening meal and breakfast.
- * En-suite bedroom, full use of hotel spa & facilities.
- * Free parking.

* exc. 20% DPH

* Additional nights 99,-€* per person.



Location

Piešťany is located near the main highway between Bratislava and Trenčín, less than 1 hour from Bratislava or 2 hours from Vienna. Details of the exact location can be found on www.hotelsandor.sk

If you have any questions or require further information, please contact:

- **Mark Heather +43 65 0748 5160**
mark.heather@mhc-training.com

- **Jonathan Hill on +421 918 618 616**
j.hill@mhc-training.com

After registration, we will send a confirmation of your participation and further information of the event.

We are looking forward to seeing you!

* The minimum number of attendees required is between 6-12 for each workshop to take place. MHC Business Language Training reserves the right to change and/or cancel the dates of a course if numbers cannot be met. A full refund, where possible will be offered to the client if alternative dates and a location cannot be found. If this is the case the client will be notified no later than 20 days before the planned workshop is scheduled to take place regarding the situation and status of the planned workshop.

BUSINESS ENGLISH HOTEL & VENUE

"The course was awesome and the atmosphere in the class was very friendly. This was the best training I have ever received. The trainers were very friendly and they helped us in any areas we did not understand."

"The course was inspirational with a great atmosphere. I feel significant improvement in grammar as well as the proper usage of certain phrases. So I'll be able to communicate with less mistakes in the future."

Situated only a 5 minute walk away from the centre of Piešťany (close to the many thermal spa's and main shopping precinct), the Hotel Sandor Pavillon offers complete wellness facilities such as a Finnish sauna, steam room, swimming pool and jacuzzi. In addition to this the hotel offers a great menu and a vast choice of excellent local Slovak wines and beers. All of the rooms are very comfortable and the location is excellent, being just under one hour away from Bratislava by car!



"I am very surprised about the high professionalism of the course. It had a great learning structure, activities and most importantly enthusiastic teachers."

"Both trainers were very experienced, and the course was very well structured. The learning felt so easy & making mistakes was not a problem. I looked forward to attending the course and it didn't disappoint."

"What can I say, the trainers did a very good job. If all courses would be so well organised then it would be great." - FACC Attendee.



BUSINESS ENGLISH TESTIMONIALS

See what some of our clients have said about our workshops...

"In numerous language courses, our flight attendants were prepared for their daily work on board by the MHC trainers, particularly in the areas of fluency, intercultural communication and business English. The participants very much appreciated that these courses were meticulously tailor-made for the daily needs of the Cabin Crew. The participants have enthusiastically applied what they learned in their daily work".

Austrian Airlines AG,
Nicole Jung, Head of Cabin Crew Training & Development.



"Really interesting workshop, I learned a lot. Excellent trainers and a warm and friendly atmosphere. I am now able to communicate much more confidently in English. Thank you!"

"The workshop provided a great structure including grammar and prepositions. The atmosphere in class was very good and I also liked the team building. I am now able to have a look at the phrases learned and what is also very useful for me is the time matrix."

"This was useful, intensive, relaxed, with speaking and grammar all in order to communicate better."

"The workshop was really interesting and helpful. I enjoyed talking English all the time."

Semperit AG (Austria), Feedback from attendees.



"I just wanted to say that the workshop was extremely well organised and executed and that it was the best type of training for English that we've ever received here in GTS. I can't thank Mark & Jonathan enough!"

GTS Slovakia,
Ingrid Bajzikova, HR Manager.



"The course was well organised with a very friendly atmosphere in the class. I enjoyed it very much."

"The course was not boring. The atmosphere in the class was nice and supportive. The most important area I improved was communication and I enjoyed this a great deal. Now in my profession I am able to write much better emails."

"The course was very good."

"The course was brilliant. The atmosphere in the class was great. I enjoyed it very much."

"The course was really interesting. The atmosphere was "cool", open & friendly. I felt very good."

"The course was number 1, the atmosphere was number 1".

"The course was very good with interesting topics related to my daily work."

FACC Solutions s.r.o. (Slovakia), Feedback from attendees.



Business Training Workshop Benefits

- * More intense structure and group work involved forcing participants to really engage their language skills.
- * At least 2 full days using the English language all the time at breakfast, lunch & dinner as-well as in available free time.
- * Great for groups who don't have much time throughout the year to attend a regular in-house training programme (particularly managers or CEOs) who travel frequently for their job.
- * Ideal for team-building.
- * Great for the morale and well-being of attendees.
- * High quality trainers who are passionate about what they do and helping your team to actively express themselves much more effectively at a professional level.

Additionally if you have any other training options, you'd like to discuss we'd be happy to discuss further at a no obligations meeting. It is worth noting that we offer our workshop format training in German language too.

Other language courses can be arranged upon request by contacting
mark.heather@mhc-training.com
or by telephoning **+43 65 0748 5160**.



BUSINESS ENGLISH 1 DAY TRAINING

Hotel & Venue Overview

- * **At a venue of your choice or event on your own premises** - we work within your budgetary requirements.

1 Day - Programme *

- * **Introductions and partner interviews** - getting to know each other, ice-breaking.
- * **Professional communication** - speaking with colleagues, clients and customers.
- * **Language of meetings** - debating, chairing/leading discussions, being diplomatic.
- * **Telephoning** - clear communication, giving and receiving information, spelling.
- * **Emailing** - formal vs. informal style, key emailing phrases, written grammar.
- * **Negotiating** - asking questions, sensitive discussions, persuasion techniques.
- * **Close** - summary of workshop, closing thoughts, farewells.

* The above programme can be tailored to individual needs and wishes.

Would you like to attend? You do! Then please contact office@mhc-training.com for further details.

Course Fees on company premises

Price per person - 149,-€* (all inclusive):

- * 1-day workshop inc. all materials and handouts.

* exc. 20% DPH

Course Fees at a selected venue

For information about an offer for a one-day training at a selected hotel or venue please contact us for further details.

If you have any questions or require further information, please contact:

- **Mark Heather +43 65 0748 5160**
mark.heather@mhc-training.com

- **Jonathan Hill on +421 918 618 616**
j.hill@mhc-training.com

* The minimum number of attendees required is between 6-12 for each workshop to take place. MHC Business Language Training reserves the right to change and/or cancel the dates of a course if numbers cannot be met. A full refund, where possible will be offered to the client if alternative dates and a location cannot be found. If this is the case the client will be notified no later than 20 days before the planned workshop is scheduled to take place regarding the situation and status of the planned workshop.

