

Presentation and Negotiation Skills Courses and Workshops

Core Languages

English, German, French and Spanish
(other languages on demand)

Group Sizes

Courses: 1 to 8 Participants
Workshops: 6 to 12 Participants

Duration

Courses: 1 or 2 Semesters
Workshops: 2 or 3 Days

Instruction

Qualified and Experienced Business
Language Trainers

Presentation Skills

- » Video Analysis and Feedback
- » Key Language and Phrases
- » Rhetoric inc. Ethos, Logos and Pathos
- » Structure; Opening and Closing with a Bang!
- » Non-Verbal Communication: Voice & Visuals
- » Effective Slide Design of Complex Data
- » Creating Rapport and Audience Analysis
- » Intercultural Variances and Expectations
- » Speech Analysis and Rhetorical Styles
- » Dealing with Audience Questions

Negotiating Skills

- » Mastering the Stages of a Negotiation
- » The Language and Grammar of Diplomacy
- » Indirect vs. Direct Communication Styles
- » Common Negotiating Styles and Strategies
- » Phrases for each Stage of the Negotiating
- » Learning through Role-playing and Simulation
- » Relationships and Cross-Cultural Negotiating
- » Creating Rapport with your Counterpart
- » Getting To Yes: Using a Win-Win Approach
- » Understanding and Using Emotions in Negotiating

References

- » Diplomatic Academy, Vienna
- » FH Wien University of Applied Sciences
- » OPEC
- » Semperit
- » FACC Bratislava



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