

Conduct a meeting



ECTS
4 crédits



Hourly volume
60h

Introducing

Objectives

At the end of this module, the student will have understood and be able to explain (main concepts):

ENGLISH (25 teaching hours)

The main characteristics of business English, and specialised English

The skills required to pass the TOEIC test

CONDUCT A MEETING (15 hours teaching hours)

At the end of this module, the student will have understood and be able to explain (main concepts):

- Different types of meetings.
- The role of the chairperson
- The different stages of a meeting
- How to put it all together
- The principles of the interpersonal communication.
- The golden rules of group participation
- Managing stress and emotions
- Written summaries, briefs and reports

The student will be able to:

ENGLISH

- Communicate with English speakers (written and spoken English) in a professional context
- Deal with professional issues in relations with their specialization (written and spoken English)
- Understand written and spoken documents in relation with business life (TOEIC)

CONDUCT A MEETING

- Chairing a meeting efficiently from a management

position

- Defining objectives and adapting the approach
- Applying his/her knowledge and personal approach to highlight his/her savoir faire and savoir être.
- Adopting the role of chairperson whilst insuring group dynamics.
- Creating varied visual documents

Necessary prerequisites

ENGLISH: B1 level minimum

CONDUCT A MEETING: none

Practical info

Location(s)

 Toulouse