

Beispiele für die arCanum Online-Themen-Sessions

Die praxisnahe und effektive Alternative zu regelmäßigen Sprachkursen. In Einheiten von 120 Minuten, werden kurz und knapp, für die Teilnehmer relevante Themen auf den Punkt gebracht. Finden Sie hier eine Liste mit Anregungen und möglichen Themen, die für Teilnehmer ab einem B1 Sprachniveau in Frage kommen:

Giving presentations

- How to use simple rhetorical techniques*
- How to structure your talk*
- How to use simple rhetorical techniques*
- How to handle Q&A sessions*
- How to use your voice*
- How to open and close with impact*
- How to use your voice*
- How to give personal feedback*
- How to develop a conversational talk*
- How to use your voice*

Holding Meetings

- How to defend your position*
- How to agree and disagree in a polite way*
- How to make decisions*
- How to interrupt and deal with interruptions*
- How to clarify points and query discrepancies*
- How to solve problems*
- How to exchange information*
- How to paraphrase*
- How to draw up an action plan and assign tasks*

Telephoning

- How to solve problems on the phone*
- How to handle complaints and conflicts*
- How to teleconference*

Attending conferences

- How to ask questions at talks*
- How to do simple pitches*
- How to field questions from customers*
- How to introduce people to each other*
- How to product demonstrations*
- How to interview potential customers*

E-Mailing

- How to develop a neutral style*
- How to tailor your message*
- How to make and respond to requests and enquiries*
- How to get people to do things*
- How to be assertive*
- How to write follow-up e-mails*
- How to keep team members up to date*

Managing projects

- How to give feedback on a project*
- How to write a short project proposal*
- How to deal with delays*
- How to report and progress*
- How to explain errors and hold ups*
- How to deal with communication breakdowns*
- How to justify changes*

Dealing with people

How to make constructive criticism

How to reach a compromise

How to delegate tasks

How to make excuses

How to make constructive criticism

Negotiation

How to clear up misunderstandings

How to create a good atmosphere

How to increase your share of the pie

How to make counter-proposals

How to state your opening position

How to make trade concessions

How to break deadlocks

How to use leverage