

English Language Skills For Business

Duration: 5 Days

Language: en

Course Code: IND19-103

Objective

Upon completion of this course, participants will be able to:

- Understand the importance of effective English language skills within the world of business.
- Evaluate the advantages of utilising English language skills and how it can allow the business to expand further.
- Further, improve personal standing within the business by demonstrating English language capabilities.
- Analyse different communication channels and how the use of language can vary.
- Enhance overall organisational communication and further improve business standing within the industry.
- Review different communication techniques and how these can better convey a message.
- Examine external and internal influences on the way language is conveyed and received.

Audience

This course is designed for anyone within an organisation who wishes to develop their knowledge of the English language to further their personal standing and increase organisational success. It would be most beneficial for:

- Operations Managers
- Regional Managers
- Business Executives
- Business Owners
- HR Personnel
- Project Managers
- PR Personnel
- Chief Officers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will investigate case studies of established organisations to highlight how an intricate knowledge of English has improved business functions.
They will participate in various learning methods, such as seminars, group discussions, demonstrations, and group activities. This will offer the participants ample opportunities to develop their comprehension of the taught content and related skills. Furthermore, the group activities will allow them to practise their English language skills with one another and offer

and receive constructive feedback.

Summary

Within the modern world, it is extremely common and increasingly accessible for organisations to expand internationally or engage with other organisations from different countries or regions. However, a language barrier can be a great preventative to expansion for many businesses. Having individuals who are fluent in English or have advanced English language skills can be a vital asset.
English language skills can encompass many different areas within the business. Effective communication can increase a business's reputation, enabling it to engage with clients, stakeholders, or other important personnel on a personal level. Building trust can lead to increased loyalty and potential financial investments.
Not only does it improve business standing with outside influences, but it can also increase typical business functions. Developing a stronger comprehension of the English language and a professional voice can improve internal communications by making all communication channels more coherent for all those involved. Each communication channel has its own expectations regarding the language used, and individuals can greatly benefit from the knowledge of ideal wording, tone and body language.

Course Content & Outline

Section 1: Introduction to the English Language

- Exploring the necessity of the English language within different organisations.
- Investigating the history of the English language within business and how it has evolved to what we know today.
- Explaining the benefits of improving English language competencies for personal and business development.
- Analysing personal roles and responsibilities and how the English language can increase proficiency in these.

Section 2: Personability within Business

- Explaining the importance of building personable relationships with others within an organisation.
- Utilising English language skills to build a personal relationship with superiors, colleagues, and clients.
- Engaging in personal conversations with others to increase personal reputation and standing.
- Social networking with other organisations and customers to gain loyalty and financial investments.

Section 3: Developing the Business

- Planning for national and international expansion and ways to utilise language to meet these goals.
- Improving typical business functions through language.
- What circumstances deem advanced English language skills to be necessary?
- Engaging with mass audiences using advanced language, a professional voice and confident body language.
- Supplying English copies of all important documents and records to ensure accessibility for all individuals.

Section 4: Improving Communication Channels

- Identifying different channels of communication and their key features – phone calls, emails, face-to-face meetings, and memos.
- Understanding how the language requirements may vary depending on the communication channel.
- Adjusting word choice and tone depending on the receiving audience.
- Key phrases and approaches during negotiations and diplomatic scenarios.

Section 5: Managing Employees Through Language

- Providing information and knowledge on English language skills to employees to improve productivity.
- Engaging with individuals on an educational level and being open to receiving constructive criticism.
- Encouraging continuous improvement.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Administration & Secretarial, Education, Languages

Tags

Business, Language, English

Related Articles



14 Essential Principles For Successful Business Management In 2025

Unlock the secrets of successful business management with the power of company principles. Explore 14 essential guiding principles that drive growth, foster innovation, and ensure long-term success. From customer-centricity to ethical conduct, harness these principles to empower your organisation and thrive in today's competitive landscape.

YouTube Video

https://www.youtube.com/embed/_LNbEjgFZuk?si=9RspHsR-Ya6on9zX