haufe akademie

Booking number
3279

Get to the Point!

Become an effective communicator when speaking in English

The ability to communicate effectively cross-culturally in English is a priority for anyone wishing to succeed in international business. In this workshop you will learn to convey your message clearly, confidently and with impact sharpening your spoken English skills at the same time. Throughout the workshop you will receive personalised feedback on your spoken performance — including clarity and structure.

Content

Knowing what matters
- Tailoring your spoken message to your audience.
- Putting your ideas in a logical, easy-to-follow order.
- Developing a clear and compelling verbal message.
- Regarding mindset and attitude in spoken interactions.

High proportion of speaking exercises — extensive practical training and individual feedback!

Making your presentation engaging
- Winning and losing your audience – dos and don'ts.
- Captivating your audience – even with factual information.

Framing your speech
- Strong opening, plausible body and skillful conclusion.
- Clearly structuring, polishing and effectively staging (short) speeches.
- Finding the appropriate arguments to support your point.

The Power of simple words
- The Dimensions of Comprehensibility.
- Practical advice on speaking clearly and persuasively in English.

Speaking under pressure
- Handling Q&A sessions and spontaneous speaking situations.
- Staying clear and confident in challenging conversations.

Optimising your presentation
- Please bring along your presentation sequence **(max. 5 charts)** on your notebook to the workshop for live practice, individual coaching and direct feedback.

Online Learning Platform

Once you have registered, you will be able to access your online learning platform, including extra materials for consolidating what you have learned.

Your benefits

- You will learn to distinguish between supersaturating and relevant information and to focus on the core content of your spoken message.
- You will learn to develop your arguments clearly, precisely and to the point — delivered in a confident and straightforward way.
- You will learn to structure and deliver engaging speeches that grab the attention of your audience and keep them motivated.
- You will communicate more effectively and efficiently in spoken English across a variety of professional situations.
- You will receive direct, personalised feedback on your spoken performance to accelerate your development.

Methods

Practice-proven exercises, speech and writing tasks, participant presentations with individual feedback from trainer and group.
On the basis of typical speaking and writing situations and concrete questions from participants, we will develop individual strategies for using words and language in a concise, focused and convincing manner.

Who should attend

Experts and managers (working cross-culturally) who want to get their message across, argue their point and stand their ground effectively in future by impressive speeches and pointed (short) presentations as well as clearly structured and concisely formulated texts.

Open Badges - Show what you can do digitally too.

Open Badges are recognised, digital certificates of participation. These verifiable credentials are the current standard for integration in career networks such as LinkedIn.

With them, you digitally demonstrate the competences you possess.

After successful completion, you will receive an Open Badge from us.

Read more:
https://www.haufe-akademie.de/seminare-lehrgaenge/trending-topics/open-badges



Instructor



Jana Federico
Es gibt zwei Leitthemen in meinem Leben: Kommunikation & Selbstorganisation.

Nachdem ich 5 Jahre in New York gearbeitet habe, bin ich mit meinem Amerikanischen Mann nach Deutschland gezogen. Meine Kollegen haben mich immer wieder um Hilfe gebeten bzgl. englischer Kommunikation. Das hat mir so viel Freude bereitet, dass ich das zu meinem Beruf gemacht habe.

Ich habe 2018 am Training "Getting things done - by David Allen" teilgenommen. Da drehte sich alles um Selbstorganisation im Beruf. Seit 2018 beschäftige ich mich sehr intensiv mit dem Thema Selbstorganisation & Zeitmanagement und optimiere meinen Alltag stetig.



Heike Thomsen
I am a philologist (M.A.), translator (English, Spanish, Dutch) and certified business coach with 10 years of professional experience abroad in various organisational forms. With my long-term experience, I advise and support you in communicating and moderating clearly, and effectively in English and German.

Your advantages at a glance

Open Badges
Add your digital badge to career networks and show what you can do.

Small group – big learning success
For optimal learning, the number of participants for this qualification is limited.

Fully covered
The participation fee includes:
- a shared lunch on each full seminar day
- refreshments during breaks

All learning materials at a glance
In your app or online learning environment you will find all relevant information, services and working materials for your qualification after registration.

Training details

Training in English | Präsenz

2 days
max. 12 participants

Dates & locations

08.-09.04.2027
Hamburg
Venue
Courtyard by Marriott Hamburg City

Days & Times
Thursday, 08.04.2027
9:30 am - 6:00 pm
Friday, 09.04.2027
8:30 am - 5:00 pm

14.-15.06.2027
Stuttgart
Venue
Holiday Inn

Days & Times
Monday, 14.06.2027
9:30 am - 6:00 pm
Tuesday, 15.06.2027
8:30 am - 5:00 pm

Current dates and further information can be found at www.haufe-akademie.de/3279

Participation fee

€ 1.540,- excl. VAT
€ 1.832,60 incl. VAT

The stated participation fee includes a group lunch per full seminar day, refreshments during breaks and extensive course handouts. The participant must settle accommodation costs directly with the hotel. Regarding the booking of the hotel, you will find a reservation form in your online learning platform.

Your registration options

Online: www.haufe-akademie.de/3279
E-mail: anmelden@haufe-akademie.de

Book your training course quickly and easily online. Please be sure to enter the name of the participant and the full billing address with telephone number and e-mail address.

In our Questions & Answers (FAQ) section you will find all the answers to the most frequently asked questions about our training courses:
https://www.haufe-akademie.de/faqs

You can also find our detailed conditions of participation on the Internet under www.haufe-akademie.de/agb or in the overall program.
You can find the complete data protection regulations at www.haufe-akademie.de/datenschutz.

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