

Nr. 7.02 Conduct! Dialogues and High-Level-Talks

- Requirement for participation:** Intermediate knowledge of the English language
- Target group:** Research assistants, Post Doctoral research fellows, assistant professors or professors, executives or heads of department in science or administration
- Aims of the course:** Whether on the phone or face-to-face, spoken-situations pose different challenges: the ability to perform small-talk, the sensitization of cultural differences, poised verbal skills and, after all, the problem to know the correct words when you need them. Within 3 units, you are offered an extensive programme that will enhance your conversation competence.
- Course content:**
- Small talk: learn to exchange a few casual words at ease
 - The art of expression: add authority to your words and practice to accentuate your convictions while keeping a polite and friendly attitude
 - Intercultural communication: sensitize yourself to cultural differences and learn more about etiquette and gestures
 - Agreements and arrangements: how to place emphasis on statements in order to constitute binding agreements
- Course instructor:** Nick Parry, International Communication Trainer
- Cancellation charge:** Please note that a cancellation fee of 20,00 € will be charged if you withdraw from the course fewer than 15 working days before the starting date of the course.

Dates	Time	Location	Number of Participants
29.09.2010 06.10.2010 13.10.2010	14:00 – 17:00	Wissenschaftliche Weiterbildung, Bergheimer Straße 58, Gebäude 4311	8 – 12