



ENGLISH FOR PURCHASING PROFESSIONALS

This course develops your ability to speak, explain, discuss and advise in English. It will also give you practical input how to participate effectively in meetings. When talking with colleagues and suppliers, clarity and precision will be a key requirement. The course is designed around the particular needs of people working in an international purchasing environment. The course will also cover areas like purchasing strategies, management, shipping, packaging, quality control etc.

COURSE CONTENT

- effective communication skills for meetings and negotiations with suppliers
- effective participation in discussions
- giving presentations
- persuading and compromising
- summarising
- written communication including email, reports and formal letters
- effective telephoning skills
- hosting visits, socialising, meeting and greeting
- making proposals, offers, suggestions
- opening/closing meetings
- social, political and environmental issues
- political systems and developments

BENEFITS

- communicate more confidently
- speak more accurately and fluently
- participate more successfully in meetings
- improve your written English including emails
- expand your professional vocabulary
- improve your understanding of grammar
- socialise and network with greater confidence
- work successfully in a cross-cultural environment

YOUNG PURCHASING PROFESSIONALS

This two-week course will develop your ability to use English effectively in your career. It focuses on clear communication for situations where you may be using professional language. You will also practise language for meetings, problem solving, presentations and telephoning in a context relevant to your career.

COURSE OFFERED IN

- England
- Malta
- USA

KEY FACTS

- min. Level A2 (elementary)
- start every Monday
- 1 or 2 weeks
- choice of different accommodation options