

your success...

London SAM



2018

English for Business Communication in speech and writing  
LondonSAM Polska, Kraków 2018

## LONDONSAM POLAND

We are an International company specializing in finance & management training and supplying top education services to many business sectors. Since our operation began in Poland, we have successfully trained over eight thousand people, including top managers from different business environments and our clients have frequently confirmed the quality of our trainings.

Our partners help us supply the best quality tuition, which translates into exceptionally high level of our training services. Here, we would like to mention ACCA (Association of Chartered Certified Accountants) of which we are Tuition Provider, CIPP (Certified Institute of Payroll Professionals), PMI (Project Management Institute) and, as of late, INSEAD The Business School for the World, a France-based highly rated establishment. All that proves that we never stop developing and confirms the high standard of the services rendered by LondonSAM Polska.

## OFFER

Our offer consists of specialized business trainings, organized in open and closed form as well as outdoor workshops. We also offer soft skills workshops. Each of our trainings is individually adjusted in order to perfectly meet our Client's expectations. Some of our trainings:

- / MSSF, USGAAP, Taxation Academy, Credit Management, Finance for Managers
- / Project, Change, Team, and Time Management
- / Presentation techniques, Customer Service, International Communication

## OUR CLIENTS:

Our Clients appreciated our professionalism, our commitment and individual approach to each of the projects. We do care about good relationship with our partners, that is why our trainings are popular among big International companies, as well as smaller local firms, that invest in developing employees qualifications. Our trainings were highly evaluated by such companies as:

Amway	Beeline Concessions	IBM BTO
ArcelorMittal	Capgemini	Menthor Graphics
Aon Hewitt	Grupa Żywiec	Motorola Solutions
BNP Paribas Fortis	Hitachi Data Systems	Shell

## COURSE OUTLINE

After the training, participants will obtain the abilities allowing them to feel more comfortable during the phone calls, interacting via e-mail, as well as preparing basic reports.

## PARTICIPANT'S PROFILE

- / A person working in an accounting/money sector, required to use English at work;
- / A person working in international environment, having everyday contact with financial supervisors, clients and other groups of interests;
- / A person, who would like to enhance English language skills due to future career plans.

Required level of language - Intermediate

## WHAT MAKES THIS COURSE UNIQUE?

- / Does not double Business English courses available on the market (business, though, is a very wide term)
- / The classes are conducted by experienced in financial English tutoring staff;
- / The classes contains all vital elements of English language learning: listening, reading, writing and speaking;
- / Small groups provide high effectiveness of studying;
- / During the classes participants receive number of training materials.

## PROGRAM OUTLINE

1. Social English in business environment
  - / Greetings and introductions
  - / Welcoming visitors
  - / Small talk
  - / Leaving and saying goodbye
2. English for effective telephoning
  - / Getting connected
  - / Leaving and taking messages
  - / Conference calls
3. Basic e-mail writing
  - / Useful phrases
  - / Exercises
4. Basic report writing
  - / Structure
  - / Useful phrases
  - / E-mail and report – analysis of Real-life samples

## KEYNOTE SPEAKER

**Olga Druskiewicz, MSc**

She specializes in the business and financial English as well as in writing reports in English. Olga graduated in English Philology from the Jagiellonian University in Krakow. Since 1995, she has been a lecturer at the University of Economics in Cracow. In 2006-2007, she taught there a Business English Course for employees of small and medium-sized enterprises, within a European Union educational program.

Over the years, Olga has provided in-company courses for corporate clients. Since 2006, she has been cooperating with LondonSAM, conducting Business English, Financial English and Report Writing courses.

Apart from professional experience, her additional assets are interpersonal and lector skills, which several times has been evaluated at a high and professional level by the students and auditors.

## TRAINING DETAILS

**Duration:** 13 teaching hours

**Place of training:** LondonSAM premises, Krakow

**Dates:** 8<sup>th</sup> of January – 5<sup>th</sup> of February

5 selected Mondays

**Time:** from 6 p.m. to 8 p.m.

**Price:** 555 PLN gross / per person

For registration until 15<sup>th</sup> of December 2017:

- / **15%** - individual discount
- / **20%** - group discount – 2 people or more

Price includes:

- / Workshop with professional expert,
- / Training materials for participants,
- / Progress evaluation during the training,
- / Administration service,
- / Coffee breaks ,
- / Certificate of attendance for participants,
- / Evaluation of participants needs and course adjustment.

If you would like to discuss the offer with more details please do not hesitate to contact:

[krakow@londonsam.pl](mailto:krakow@londonsam.pl)

tel. 12 661 74 11

**COURSE REGISTRATION FORM**

In order to register to a course, please access the online registration form available on our website: <http://londonsam.pl/formularz> or fill the paper version and send a scan to LondonSAM's office: [krakow@londonsam.pl](mailto:krakow@londonsam.pl)

**PARTICIPANT DETAILS**

Name.....  
 Surname.....  
 Address.....  
 E-mail.....  
 Telephone.....  
 Course.....  
 Total price.....

INVOICE FOR COMPANY: YES [ ] NO [ ]

COMPANY'S NAME, ADDRESS, VAT NO.  
 .....  
 .....

BANK ACCOUNT NO.

Bank Zachodni WBK: 30 1090 1665 0000 0001 0924 2238

**TERMS & CONDITIONS**

I agree to pay the total course fees at least two weeks prior the commencement of a course. In case of the resign or absence from part/whole of the course paid amount won't be refunded. LondonSAM Polska reserves the right to alter timetables and teaching staff where necessary.

I agree my personal details to be added to LondonSAM customer data base and used by LondonSAM regarding the Polish Data Protection Act (August 29th, 1997) for administration purposes. I agree to receive marketing correspondence from LondonSAM Polska Sp. z o.o. on my e-mail address, regarding the Act of marketing service via internet (July 18th, 2002).

I confirm I read LondonSAM Polska Sp. z o.o. offer and terms and conditions presented at the website: [www.londonsam.pl](http://www.londonsam.pl). I agree to all the term and conditions of enrolment.

[ ] I agree to all the terms and conditions of enrolment above.

**Please, send this form to the following: address: [krakow@londonsam.pl](mailto:krakow@londonsam.pl) and we will confirm your registration within 24 hours.**

Name & Surname

Date:

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