

Course description

In an increasingly competitive business world, skills of time management, leading discussions, negotiating and presenting ideas are needed for you to advance and to help you manage with the day-to-day stresses of work and life. Professional Development provides some essential tools for this through the modules:

- Winning Presentations
- Customer Care
- Successful Interviews (including CVs)
- Effective Time Management
- Stress Management Techniques
- Practical Creativity

Who is the course for?

This course is suitable for business people and students from all backgrounds. Although the course does not directly assess language skills, you will need First Certificate or at least five years study.

Core features and benefits

Combine English and learning new skills: Not only do you acquire new skills, but you also acquire them through English – two benefits in one course.

Business Advantage: Give yourself an advantage over other people in business, whether you are staying with the same company or looking to move jobs.

Practical: There are many opportunities to practice the newly-learned skills.

Notes: Extensive notes will be given which can be used as reference material in the future.

Unique: This is the only course of this kind in Uruguay.

Business experience: The teacher is a native speaker who has 15 years experience in business as an accountant, manager and consultant with Ernst & Young, BZW, ABN AMRO, the Sydney 2000 Olympics and the Commonwealth Bank in London and Sydney.

Specific experience: The lead teacher has extensive practical experience in many of the areas covered by the course.

Site: The location in Parque Rodó is comfortable, convenient and has full training facilities.

Learning with fun: As it always should be – there is an aim to enjoy and learn at the same time.

Certificate: On successful completion of the course a certificate is given as evidence of attendance and level of achievement.

Personalised attention: With a maximum number of students of 8 in the class, you will get more personalised attention.

Course details

Fee: \$1650 per month (four 90-minute classes)

Discounts: Available to groups, former students and staff & employees of clients – Please contact us for more information

Matricula: \$795

Payment: Monthly before the 15th by cash, cheque or bank deposit

Day and Time: Monday 18.30 to 20.00

Start Date: Week commencing Monday 17th March

Finish Date: End of November

Examination Date: No examination

Location: Cassinoni 1127 between Canelones and Maldonado, Parque Rodó

Phone: 2409 3568

Teacher: Jon Prentice

Class size: Minimum 3 students; Maximum 8 students