

BUSINESS CONVERSATION SKILLS FOR THE MULTILINGUAL PROFESSIONAL

Express your ideas directly and clearly using the conventions of American verbal and nonverbal communication.

Seminar #2150

Overview

For multilingual professionals, opportunities lie in knowing how to express your ideas in any business conversation correctly and confidently. This comprehensive 2-day workshop will improve your conversation skills on all levels through interactive discussions and case studies. You will gain the confidence you need to speak your mind at work and create a style of business conversation that works for you and will help you achieve your professional and organizational goals.

Schedule

- [2] days

- [2] days - \$1,995 Non Members
- [2] days - \$1,795 AMA Members
- [2] days - \$1,537 GSA

Credits

1.2 CEU

Schedule

We have 7 scheduled sessions located nationwide starting between 5/31/2012 - 2/21/2013

Date	Location	Duration
May 31, 2012 - Jun 1, 2012	New York, NY	2 Days
Jul 19, 2012 - Jul 20, 2012	San Francisco, CA	2 Days
Aug 2, 2012 - Aug 3, 2012	Arlington/Washington DC, DC	2 Days
Sep 20, 2012 - Sep 21, 2012	New York, NY	2 Days
Nov 26, 2012 - Nov 27, 2012	New York, NY	2 Days
Dec 13, 2012 - Dec 14, 2012	Atlanta, GA	2 Days
Feb 21, 2013 - Feb 22, 2013	New York, NY	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Express yourself in a way that will increase self-confidence
- Recognize business conversational pitfalls and how to avoid them
- Develop skills to recognize different styles in business conversations
- Gain the ability to become assertive and focus on the issues being addressed
- Increase your knowledge of body language and other nonverbal communication
- Select effective business language, patterns of delivery, and structures

What You Will Cover

- Apply cultural factors to conduct audience analyses and plan successful business conversations
- Recognize the elements of American nonverbal behaviors and their place in conversations
- Choose vocabulary that is clear, culturally appropriate, and promotes conversation
- Apply fundamental American grammar rules correctly
- Assemble messages to deliver proper emphasis and meaning using verbal and nonverbal elements
- Apply multisensory listening skills to reduce misunderstandings and promote conversations
- Evaluate how to influence others through an analysis of the situation and of your conversation partner's position, needs, and responsibilities
- Recognize that American business communication is about selling ideas both inside and outside the organization
- Action planning

Who Should Attend

Multilingual business professionals who have a solid knowledge of the American English language but find difficulty in verbal and nonverbal aspects of business conversation in U.S. companies.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)