

PROFESSIONAL TRAINING: English for Business Professionals 25 Hour Training

(With 10 hours of 1:1 Private Lessons with a Professional English Coach)

Professional Objective: Boost your English speaking and listening skills to enhance your job performance and accelerate progression and unlock new opportunities in your professional career.

Detailed Development objectives from this training programme:

- Learn how to speak English with clear, precise and engaging pronunciation
- Use precise and effective grammar and vocabulary in business meetings
- Improve business meeting leadership and collaboration in English

Who is the training designed for?

Business Professionals

Needs analysis and pre-training Evaluation:

Before inscription clients will be asked to complete a questionnaire to assess their specific training needs so that the trainer can ensure that the training is well-adapted to their requirements. Following completion of the questionnaire, the trainer will propose a 1 hour video conference to review the client's specific training and learning needs and any special provisions required. The organization of the training will be discussed, and a short English evaluation conducted to ensure that the client meets the English level pre-requirements.

Pre-requirements: An English level of A2 is required to participate in this training

End of Training Certification: Candidates will complete an end of course evaluation to attest to the progress made and the English level attained

Teaching Methods

This training combines both theory and practical application exercises to ensure that clients are learning and implementing their new skills simultaneously. With individual online lessons and independent exercises, the training is designed to provide a seamless learning experience from end to end.

During the individual coaching sessions, the client will advance their skills in the context of realistic professional scenarios such as business meetings or key conversations with colleagues and business partners. Activities such as one to one dialogue, role play, listening comprehension, discussion of relevant articles from news and current affairs and debate will be used to encourage the development and acquisition of new language skills. Specific exercises will be chosen by the trainer according to the needs and level of the client.

Documents will be shared after the session in a shared folder on Google Drive and the trainer will summarise key learning points and language in a tracking sheet, together with a list of exercises to be completed before the next lesson. Once completed, the exercises will be reviewed and corrected by the trainer.

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Duration

25hours of individual tuition, covering:

- 10 hours of individual private tuition via video conference (Microsoft Teams)
- 15 hours of and independent e-learning (Zenler Platform) and collaborative homework exercises (Google Drive)

Programme

The content and duration of each module are adapted according to the need and requirements of each individual learner, and their specific English level for each of the skills; listening, reading, writing and speaking.

Training Programme

MODULE 0: Introduction to the Training (Duration: 1,0H)

Objective: Learn how to learn effectively in order to get the most from your training. Watch the video (Zenler Platform) and do the evaluations in Google Drive (feedback provided by the trainer).

MODULE 1: English Speaking skills for Business Professionals (Duration: 7H)

- **Before starting this module:** you should have completed module 0 in the Zenler platform, and the evaluations together with feedback from the trainer.
- **Objective:** Learn to speak English with excellent pronunciation and deliver an inspiring business introduction
- **Chapter 1:** Learn how to speak with excellent pronunciation. Speak about your role and make a great first impression when you meet people in business.
- **Chapter 2:** Learn how to ask and answer pertinent questions with great intonation and emphasis. Adjust intonation to make use of the pause, and to sound confident when you speak. Correct errors that cause communication difficulties.
- **Chapter 3:** Use emphasis to engage colleagues when you are speaking about yourself. Choose adjectives that inspire people. Deliver a strong and confident introduction, talking about your role and vision with strong vocabulary, grammar and pronunciation.
- **To complete module 1** you will do a multiple choice evaluation and a short video project.

MODULE 2: English Communication for Business Meetings (Duration: 11H)

- **Before starting this module:** you should have completed module 1 in the Zenler platform.
- **Objective:** Learn how to lead efficient business meetings with clear and precise vocabulary and grammatical accuracy. Maximize comprehension with business partners and move your business projects forwards with full stakeholder collaboration.
- **Chapter 1:** Learn how to deliver precise and accurate business updates using past, present and future tenses correctly. Use well-chosen verbs and phrasal verbs to speak precisely and adjectives and adverbs to compare and contrast ideas and give your

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opinion. Build your understanding of typical meeting phrases and language and improve your meeting listening comprehension skills.

- **Chapter 2:** Compare and explain ideas, give instructions and paraphrase for maximum understanding in the team. Use linking words to build fluency of expression and make sure you get understood fast.
- **Chapter 3:** Give your opinion and debate ideas. Solve problems and make recommendations using key phrases and modal verbs.
- **To complete module 2** you will do a multiple choice evaluation and a short video project.

MODULE 3: Comprehension for Business (Duration: 6H)

- **Before starting this module:** you should have completed modules 1 and 2 in the Zenler platform.
- **Objective:** Develop conversation and paraphrasing skills for faster and more effective collaboration with your business stakeholders.
- **Chapter 1:** Build your business conversational skills. Lead conversation on technical and non-technical topics with confidence and fluency.
- **Chapter 2:** Learn effective paraphrasing techniques so that you can lead the way in your team with collaborative communication.
- **To complete module 3** you will do a multiple choice evaluation and a short video project.

Trainer: Liz Jeremy-Ricard, experienced English teacher (T.E.F.L. P.G.C.E.) 7 years' experience) and engineer (M. Eng, 10 years' experience).
See attached CV for full details.

Contact

Liz Jeremy-Ricard
Email: liz@peakenglish.fr
Telephone: 06 33 65 02 85

Pedagogical Supports

The trainer uses Microsoft powerpoint slides to guide trainees through each session, and provides collaborative word documents, internet links, and grammar exercises for independent homework tasks.

Documentation Sharing

All lesson and homework documents will be shared after each lesson, in a personal Google Drive folder set up specifically for each client.

Initial Evaluation

Initial evaluation comprises positioning tests (speaking and vocabulary tests) at the start of training. The positioning tests are reviewed and feedback is given to the client prior to the training, by the trainer. During the training there is continuous assessment via teacher feedback, and feedback is recorded after each lesson in the Training Tracking sheet. Whenever written exercises are given, these are corrected by the teacher.

Final Evaluation

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The trainee is evaluated at the end of each module, in the form of a video project and multiple choice evaluation, with feedback provided. At the end of the training the trainee does specific exercises with the trainer and a multiple choice evaluation, and receives a final evaluation and feedback from the trainer together with a certificate attesting to their result.

Equipment and materials needed to attend this training:

The candidate must be equipped with a computer equipped with a webcam, speakers, a microphone and a single monitor (connected for the entire duration of the session) and the browser Chrome. The service provider provides an online collaborative space (Google Drive) bringing together the various documentation and actions to be carried out as well as access to the Zenler platform allowing the trainee to view e-learning videos. All these tools will remain available to the learner, 6 months after the last session.

Online Training Distance learning takes into account the learner's availability, extending over approximately 2 months. The training will begin upon return of the contractual documents dated and signed by the client/trainee, the training agreement, the training program and payment of the deposit.

These 25 hours include:

- A package of 10 hours of individual remote lessons with synchronous support in videoconference format
- 15 hours of asynchronous activities, including of e-learning videos and exercises delivered via Google Drive collaborative documents. All exercises will be corrected by the trainer and feedback will be provided on video exercises.

It is agreed that any overtime jointly accepted by the learner and the service provider for purely educational reasons will not give rise to financial compensation.

The learner is informed and aware that additional personal work is essential to the success of their professional project. The learner is informed and aware that this training does not guarantee the achievement of a specific level of English according to the Common European Framework of Reference for Languages.

How to contact the trainer before, during and after the training:

- par mail: liz@peakenglish.fr
- par telephone: [06 33 65 02 85](tel:0633650285)

Pedagogical Support These terms and conditions are established in accordance with Article D.6313-3-1- of the Labor Code.

The completion by the learner of each assessment as well as the lesson tracking documents constitute probative elements of completion, within the meaning of article R.6313-3 of the Work Code, and determine the content of the final evaluation and Certificate of Success given at the end of the training.

This structure and tracking can help to encourage the beneficiary's commitment and

Document actualisé le 04/11/2024

anticipate possible abandonment during training.

Technical Support: The training is offered remotely in an asynchronous or synchronous manner, and the trainee must be equipped with the computer hardware and software that allows them to meet the requirements of this action, namely:

- Computer with Chrome browser, systematically updated, and security system (anti-virus, firewall, etc.) updated and activated. Commonly used email and messaging address.
- High-speed Internet connection. Telephone with mobile and/or landline subscription. Webcam, microphone, speaker.

Remote content exchanges will preferably be done by email and telephone. Liz Jeremy-Ricard can be contacted from 9 a.m. to 5 p.m. Monday-Friday by email or telephone. Except in exceptional circumstances, she undertakes to respond to requests from the trainee within approximately 72 hours, with a view to the smooth running of the training.

Exercises and Assignments

Module 0: • Oral and written pre-assessment

Module 1: • Watch videos on the topics within this module • Produce written answers to questions on English pronunciation and vocabulary • Listening comprehension exercises • Complete written grammar exercises • Produce a written and verbal introduction recorded on video. • Multiple choice type end-of-module assessment

Module 2: • Watch videos on the topics within this module • Listening comprehension exercises • Produce written answers to questions on English pronunciation and vocabulary and grammar. • Watch specific videos and do related written exercises (such as TED talks, BBC 6 minutes in English) • Give a technical explanation on video • Multiple choice type end-of-module assessment

Module 3: • Watch videos on the topics within this module • Listening comprehension exercises • Produce written answers to questions on English pronunciation and vocabulary and grammar. • Make a video • Multiple choice type end-of-module assessment • Bright language final assessment

Follow-up and Evaluation: Lesson powerpoints and homework documents shared via Google Drive during the training. Trainee can edit the documents and upload additional documents or recordings. Lesson notes, feedback and all exercises are tracked in a worksheet in Google Drive, where comments can be added by trainer / trainee.

Technical Support: Liz Jeremy-Ricard engages to provide all technical support as required throughout the course, in terms of accesses and passwords for the Zenler platform and access to Google Drive.

Price:

Document actualisé le 04/11/2024

Training	Price
English for Business Professionals 25 Hour Training <ul style="list-style-type: none">- 10 hours of individual lessons- e-learning and exercises with teacher feedback- Training total duration 25 hours over 10 weeks	650 €

*All prices are net of tax according to Art. 293B du CGI.

Inscription: If you would like more information about this training, please contact us by telephone 06 33 65 02 85 or by email: liz@peakenglish.fr

How soon will we get back to you? Liz Jeremy-ricard can be contacted from 9 a.m. to 5 p.m. Monday to Friday by telephone at 06.33.65.02.85 or by email at liz@peakenglish.fr. Except in case of exceptional circumstances responses will be provided within approximately 72 hours to any request from the trainee.

Number of participants: Individual training

Accessibiliity and Inclusion:

In accordance with article 47 of law no. 2005-102 of February 11, 2005 and decree no. 2019-768 of July 24, 2019, this document presents MADAME ELIZABETH JEREMY's policy on digital accessibility.

To continually ensure the accessibility of digital content, Liz Jeremy-Ricard is responsible for digital accessibility:

- Ensure the implementation of processes for the accessibility of digital content;
- Report to the person responsible for training digital content and services, as well as any need for improvement;
- To ensure that awareness of accessibility requirements is encouraged in the establishment;
- To be the first point of contact on all digital accessibility topics.

Handicap: All training provided at MADAME ELIZABETH JEREMY is accessible to people with disabilities. When registering for our training and via the client questionnaire we study with the candidate the actions that can be put in place to promote their learning. To do this, we can also rely on a network of previously identified national partners.

Contact details for the training partners:

- **AGEFIPH** / Isabelle GRUYELLE / 04 74 94 20 21 / rhf-ara@agefiph.asso.fr
- **MDPH** / MDPH 74 26 avenue de Chevène -CS 20123 - 74003 ANNECY CEDEX
04 50 33 22 50 / Documentaliste Clotilde Vincent / mdph@mdph74.fr

Document actualisé le 04/11/2024



Training and awareness action, good practices

Accessibility is a key focus of Peak English and Liz Jeremy-Ricard. Training, experience and best practices remain a key focus to ensure that the programme, content and distribution adhere offer maximum access to all students. To meet this need, a training and action plan is currently in place, and this program is undergoing continuous improvement to meet the needs of handicapped learners.

CV: Liz Jeremy-Ricard – Professional English Trainer

Professional English trainer, committed to working with professionals and helping them acquire the advanced English communication skills needed to successfully lead their global teams and projects.

Nationality: English/French - **Language:** English/French

Key Competencies

- Passionate English teacher, focused on offering the most inspiring and engaging learning experience to help all students achieve their personal goals and objectives
- Experienced teacher of English to Speakers of other Languages, dedicated to helping engineers, project managers and business professionals develop best-in-class language skills to lead successfully in their fast-changing global business roles.
- Focused on strong and collaborative multilingual communication for project leadership, supporting clients in boosting their pronunciation, vocabulary, grammar and comprehension.

Professional Experience

6/2020-present **English Teacher and Founder of Peak English (Chamonix, France)**

- Set up Peak English (founder and trainer) to deliver high quality English training
- Professional English Trainer for Engineers and Project Managers across Europe
- Designed English Training programs to boost English speaking and listening skills specifically for Engineers, Project managers and business professionals
- Designed video e-learning to complement teaching, delivered via Zenler platform.
- Lead full range of Teaching and Training activities, including goal-setting, evaluation and assessment, planning and delivering lessons, delivering feedback, tracking and monitoring progress, client communication, technical support and troubleshooting.
- Delivered training programs for French professional clients via the Mon Compte Formation National training program since 2024, having achieved the Qualiopi certification in 2023, certifying the quality of Peak English professional training activities
- Set up a partnership with Bright Language for training certification in 2023 for high

Document actualisé le 04/11/2024

quality evaluation and assessment, and recognized certification.

10/2024-present **English Teacher for Alpine English (Chamonix, France)**

- Providing English Training for adult professionals across a wide range of roles and English levels A1-C1 based in Chamonix, France for Ouragan Formation.
- Managing the full range of training activities, including lesson design and delivery, client communication, feedback and assessment, and administrative tasks such as billing and those required according to the Qualiopi training quality standards

10/2023-present **English Teacher for Ouragan Formation (Chamonix, France)**

- Providing English Training for adult professionals across a wide range of roles and English levels A1-C1 based in Chamonix, France for Ouragan Formation.
- Managing the full range of training activities, including lesson design and delivery, client communication, feedback and assessment, and administrative tasks such as billing and those required according to the Qualiopi training quality standards

9/2017-6/2020 **English Teacher - Baselland International School (Basel, Switzerland)**

- Principal English Teacher in the Primary section of Baselland International School
- Taught the National English Curriculum to students in Switzerland, including students speaking English as a first language and second language.
- Responsible for the full range of teaching activities including lesson planning and delivery, assessment, communication with parents and school activities.
- Applied a wide range of pedagogical teaching methods to encourage participation, engagement and skill acquisition including games, role play, theatre and music.

08/2008-06/2015 **Project Manager - Procter and Gamble Company (Geneva, Switzerland)**

- Senior Financial analyst and Project Manager leading a wide range of financial projects for the European region, covering baby care product supply cost forecast and management, pricing and financial strategy and European sales reporting.
- Worked closely with stakeholders in purchasing, sales, marketing and logistics and with internal teams across Europe, leading communication and driving efficiencies.
- Led meetings, delivered trainings and communicated strategy, opportunities and stakeholder reports for internal stakeholders up to top management level.

08/2005-08/2008 **Engineer - Procter and Gamble Company (Brussels, Belgium)**

Document actualisé le 04/11/2024

- Responsible for the design and delivery of technical engineering projects in the fabric and homecare division of Procter and Gamble, Europe. Worked closely with internal teams across the factories and technical centres in engineering, research and development and external companies across the US, Asia and Europe in the design, execution and delivery of engineering projects.

CERTIFICATES

- 2020 Teaching English as a Foreign Language Certification (120 hours) - Tefl.org
- 2017 Postgraduate Certificate of Education – Sunderland University, England
- 2001-2005 Masters in Engineering Science (M. Eng) – Oxford University, England

English for Business Professionals 25 Hour Training - Programme sequence

Module	Theory, live and autonomous Training	Self-Led Exercises and Evaluations
MODULE 0: Introduction to English for Business Professionals Duration 1H: Self-led		Video Learning: 0,5hour (on the Zenler Platform) <ul style="list-style-type: none"> - Introduction and Welcome - Successful Learning habits - Your Program: English for Business Professionals Pre-Evaluation: 0,5h (self led, on Google Drive) Speaking and Vocabulary Evaluation
MODULE 1: Delivering Business Introductions, with excellent Pronunciation Prerequisite: Has completed the Module 0 Exercises Duration: 7h 3hours live / 4 hours self -led	Live 1:1 Classes: 3h Exercises led by the trainer to practice and develop speaking and listening skills <ul style="list-style-type: none"> - Pronunciation exercises - Intonation games - Speaking dialogues - Business Role play - Listening exercises - Vocabulary exercises 	Video Learning: 1 hour (on the Zenler Platform) Watch the mini videos between lessons and do the quizzes to reinforce your learning and practice vocabulary, grammar and pronunciation Exercises, Evaluation: 3h (Google Drive / Zenler Platform) <ul style="list-style-type: none"> - Written grammar exercises - Listening and speaking exercises - Write and record a business introduction - End of Module multiple choice evaluation

Document actualisé le 04/11/2024

MODULE 2: English Communication for Meetings Prerequisite: Has completed the Module 1 Exercises Duration: 11h 5h live / 6h self- led	Live 1:1 Classes: 5H Exercises led by the trainer to practice and develop speaking and listening skills <ul style="list-style-type: none"> - Intonation games - Speaking dialogues - Meeting Role play - Listening exercises - Vocabulary exercises 	Video Learning: 2 hours (on the Zenler Platform) Watch the mini videos between lessons and do the quizzes to reinforce your learning and practice vocabulary, grammar and pronunciation Exercises, evaluation: 4H (Google Drive / Zenler Platform) <ul style="list-style-type: none"> - Written grammar exercises - Listening exercises (BBC, TED talks) - Plan and record an explanation on a technical or non-technical topic - End of Module multiple choice evaluation
MODULE 3: Comprehension for Business Prerequisite: Has completed the Module 2 Exercises Duration: 6H 2h live / 4h self led	Live 1:1 Classes: 2H Exercises led by the trainer to practice and develop speaking and listening skills <ul style="list-style-type: none"> - Intonation games - Speaking dialogues - Role play - Listening exercises - Vocabulary exercises 	Video Learning: 1 hour (on the Zenler Platform) Watch the mini videos between lessons and do the quizzes to reinforce your learning and practice vocabulary, grammar and pronunciation Exercises, evaluation: 3h (Google Drive / Zenler Platform) <ul style="list-style-type: none"> - Written grammar exercises - Email-writing exercises - Listening exercises (BBC, TED talks) - Deliver a video with Top Tips on how to adapt to a new workplace culture

Terms and Conditions

Payment terms

Payment will be due in full upon receipt of an invoice issued by the training organization to the beneficiary.

Partial delivery of the training

In application of article L6354-1 of the Labor Code, it is agreed between the signatories of this agreement that if the training company withdraws from the training before it has been completed, and training cannot be delivered by the "MADAME ELIZABETH JEREMY" in its entirety the provider organization must reimburse the trainee for the sums unduly received.

Document actualisé le 04/11/2024

Obligations

As part of its training services, "MADAME ELIZABETH JEREMY" is bound by an obligation of means and not of results towards its Clients or Trainees. "MADAME ELIZABETH JEREMY" cannot be held responsible towards its Clients or its Trainees in the event of non-performance of its obligations resulting from exceptional circumstances. The following are considered here as exceptional circumstances, in addition to those usually recognized by case law: the illness or accident of a teacher or educational manager, strikes or social conflicts external to "MADAME ELIZABETH JEREMY", natural disasters, fires, interruption of telecommunications, energy supply, or transportation of any type, or any other circumstance beyond the reasonable control of "MADAME ELIZABETH JEREMY".

Quote and certificate

For each training action, a quote is sent in two copies by "MADAME ELIZABETH JEREMY" to the Client. A copy that has been completed, dated, stamped and signed must be returned to "MADAME ELIZABETH JEREMY" by e-mail. If necessary, a specific agreement may be established between "MADAME ELIZABETH JEREMY", the financing organisation or the Client.

At the end of the training, "MADAME ELIZABETH JEREMY" provides a training certificate to the Trainee. In the case of partial or total coverage by a financing organisation, "MADAME ELIZABETH JEREMY" sends a copy of the training tracking sheet accompanied by the invoice. A certificate of attendance for each Trainee can be provided to the Client, upon request.

Compensation, repair or forfeiture

In the event of withdrawal by the trainee before the start of the training program

- Within a period of between 2 weeks and 1 week before the start of the training: 50% of the cost of the training is due.
- Within a period of between 1 week and 48 hours before the start of the training: 75% of the cost of the training is due.
- In less than 48 hours before the start of the training: 100% of the cost of the training is due.

The cost cannot be the subject of a request for reimbursement or reimbursement by the financing organisation

Intellectual property and copyright All presentation sheets, contents and educational supports whatever their form (paper, electronic, digital, oral, etc.) used by "MADAME ELIZABETH JEREMY" to provide training or given to Trainees are protected by intellectual property and copyright. As such, the Client undertakes not to use, transmit, reproduce, exploit or transform all or part of these documents, without the express agreement of "MADAME ELIZABETH JEREMY". This prohibition relates, in particular, to any use made by the Client and the Trainee for the organization or delivery of training.

Training programmes The contents of the programs, as they appear on the training presentation sheets, are provided for information purposes only. The trainer reserves the right to modify them at any time according to current events, the level of the participants or the dynamics of the group.

Confidentiality and communication "MADAME ELIZABETH JEREMY", the Client and the Trainee undertake to keep confidential the documents and information to which they may have

Document actualisé le 04/11/2024



access during the training provision or during exchanges occurring prior to registration, in particular all the elements appearing in the proposal sent by "MADAME ELIZABETH JEREMY" to the Client. "MADAME ELIZABETH JEREMY" undertakes not to communicate to third parties other than the partners with whom the training is organized and to financing organisations, the information transmitted by the Client, including information concerning the Trainees. However, the Client agrees to be cited by "MADAME ELIZABETH JEREMY" as a client of its training courses. To this end, the Client authorizes "MADAME ELIZABETH JEREMY" to mention its name, its logo as well as an objective description of the nature of the services in its reference lists and proposals for the attention of its prospects and its customers, interviews with third parties, activity reports, website, as well as in the event of legal, regulatory or accounting provisions requiring it.

Protection and access to personal information

The Client undertakes to inform each Trainee that: personal data concerning him or her are collected and processed for the purposes of monitoring the validation of the training and improving the "MADAME ELIZABETH JEREMY" offer in accordance with the law No. 78-17 of January 6, 1978, the Trainee has a right of access, modification, rectification of personal data concerning him or her. The Intern may exercise this right by writing to: "MADAME ELIZABETH JEREMY" or electronically to: "MADAME ELIZABETH JEREMY". In particular, "MADAME ELIZABETH JEREMY" will keep the data linked to the course and the evaluation of the Trainee's acquired knowledge, for a period not exceeding the duration necessary for the assessment of the training. Finally, "MADAME ELIZABETH JEREMY" undertakes to delete at the end of the exercises any image which may have been taken by any video means during practical work or simulations.

Litiges

If a dispute or dispute cannot be resolved amicably, the Tribunal will have sole jurisdiction to settle the dispute.

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