



CEFAM

Centro Europeo de Formación Asiás March

Courses for British Colleges

Learning **communication
skills and ICT** for student development

www.cefam.es

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1 Effective presentations skills / Public speaking

- Body language.
- How to structure effective presentations.
- Overcoming the fear of public speaking.

2 Effective time management

- Identifying time thieves.
- Urgent versus important.
- Effective delegation.
- Saying no.

3 Effective communication: assertiveness, empathy and influence

- Assertiveness tools.
- Active listening and use of body language.
- Social styles.

4 Effective negotiations

- Understanding the other person.
- Negotiations approaches.
- Active listening.
- Negotiations techniques.

5 High performing teams

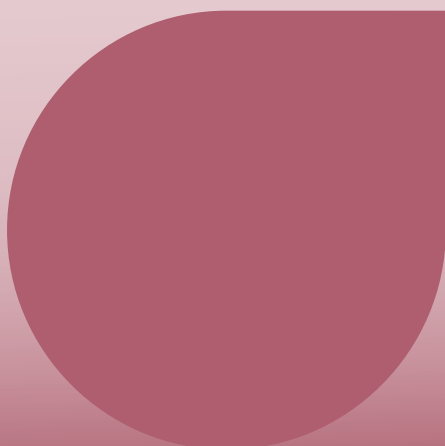
- What makes a winning team.
- Effective communications in teams.
- Team balance.
- Building trust.

6 Effective business meetings

- Agendas and meeting plans.
- Giving ownership and responsibility.
- Alternative meeting styles.
- Dealing with difficult people.

7 Effective leadership

- Identifying leadership styles.
- Team dynamics.
- Building confidence.
- Inspiring people.



8 Emotional intelligence

- Recognise and guide your emotions.
- Control your motivation.
- Recognising emotions of others.
- Relationships.

9 Problem solving and creative thinking

- Analysing problems.
- Identifying the obstacles.
- Key brainstorming techniques in practice.

10 Understanding and dealing with stress

- The science of stress.
- Relaxation techniques.
- Assertiveness.
- Change your thoughts.

11 Implementing and dealing with change

- Understanding change.
- Positive attitude to change.
- Communicating change.
- Coaching change.

12 Effective parent-teacher meetings

- Structuring and planning meetings.
- Empathy and active listening skills.
- Techniques for resolving differences of opinion.

13 Effective tools for classrooms in which students learn and work together

- Our self esteem.
- Emotional intelligence.
- Team work.
- Communication and our social styles.

14 Communications, team building and leadership via the outdoor training methodology

- Dealing with the areas of teambuilding and communication as above but outside and using very specific and 100% dynamic exercises.
- Doing outside magnifies the impact and stimulates and awakens other thoughts and sensations - and it is fun.



15 Communicative language teaching in the real world

- Brief introduction to different methodologies.
- C.L.T. and the leap of faith.
- The C.L.T. classroom.
- Task-orientated activities and materials.
- Troubleshooting – when things go wrong.
- Feedback and control.

16 Preparing and implementing effective activities

- Moving away from “chalk and talk”.
- What is a “good” activity?.
- Activity preparation workshop.
- Step-by-step development of the C.L.T. classroom.
- Activity stretching - get more from what you have.

17 Task-orientated teaching

- Traditional activities & content grading.
- Skills and systems.
- Shakespeare vs. Tarzan.
- Activities workshop.
- Developing activities.
- Activities outside the classroom.

18 Motivating activities for Cambridge exam preparation

- The Cambridge exams, an overview.
- English and the real world - C.L.T.
- Combining methodologies.
- The challenge of writing.
- Functional language.
- Activities workshop.

19 C.L.T. for limited ability students

- “...unmotivated, troublesome and slow”.
- The “why tree” - getting to the root of the problem.
- Redefining language learning.
- Segregation – Integration.
- Special needs mean special activities.

20 Moving towards the C.L.T. environment - easy does it!

- C.L.T. as the way ahead.
- Obstacles to C.L.T. in the real world.
- Change planning and feedback.
- The 5 points of C.L.T. integration.
- Beyond C.L.T. - C.L.I.L.?

21 Conversational English

- The grammar myth.
- Get talking.
- Situational and functional language activities.
- Role plays and theatre.
- Debates, presentations, meetings.



22 English for the *Habilitación* exam

- The grammar system.
- Functional vocabulary.
- Vocabulary sets and collocations.
- Integrating systems and skills.
- Conversation circles.

23 One to one tutoring

- Reasons for and purpose of tutoring.
- Being a tutoree.
- Finding common goals.
- Step-by-step development of the C.L.T. classroom.
- Activity stretching - get more from what you have.

24 Task-orientated teaching

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26 Effective group decision making

- Time versus importance.
- Multi-criteria analysis.
- The why tree - causes.
- P.A.M.M.S.U.T. analysis.
- Results feedback.

27 Sales structure and technique

- Defining needs.
- Identifying, getting agreement.
- Clarity and relevance.
- Keeping control.
- Pushing, giving slack, letting go.

28 Engaging presentations

- Structuring a presentation.
- Sign-posting - let them know.
- Language techniques.
- Body language.
- Visual aids.



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