



# 2025 Workshops & Courses

It is a pleasure to provide you with information about Target Language Communication's course offering.

Our clients deserve and receive custom language and communication training, which is designed to support them and address their needs, at their individual skill levels. Your company (internal and external) communication is our TARGET!

## Unique Advantages

- Face-to-face training
- Virtual training with flexible scheduling
- Individualized training and content based upon client's needs, focused on client's success and goal achievement
- Training focused on building confidence in speaking and communicating in English
- Focus on upcoming presentations, body language, visual aids, communication strategies, negotiation skills
- Relevant handouts and feedback provided
- Development of communication strategies, community and company culture
- Training sessions on-location at work or online via Zoom or MS Teams

## Keywords

individualized, effective, flexible, relevant, motivating, confidence, personal connection

## Contact

Please email now for an offer! ([office@targetlanguage.at](mailto:office@targetlanguage.at))

Or please book an intro call via [www.targetlanguage.at](http://www.targetlanguage.at) to discuss your specific needs.

## Breaking News!

I am pleased to share with you that Target Language Communication won the award "Company of the Month" for Styria in November 2024! You are invited to check out the video and details here.

<https://www.sfg.at/unternehmen-des-monats/>

Mit freundlichen Grüßen / Best regards,

Michelle K. Gilluly-Beham  
Owner & Founder, Target Language Communication



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## Participation

All participants will receive a certificate from Target Language Communication recognizing their active participation in the coaching, course, or workshops, if they have attended 80% or more of the scheduled training.

Attendance will be documented by means of an attendance list.

Active participation including asking questions during the workshops/training, as well as via email is highly encouraged!

## 1. Individual English Language Coaching (1:1)

### Description:

Individual English language coaching is a personalized, goal-oriented program designed for business professionals seeking to improve their English communication skills. The coaching focuses on **practical application**, providing participants with opportunities to engage in real-life scenarios and industry-specific exercises tailored to their unique needs. Sessions are interactive and dynamic, prioritizing active participation and immediate feedback to build confidence and fluency. All sessions are customized to the needs of the participant.

### Objectives:

- Enhance practical communication skills for professional contexts.
- Develop a solid foundation in business-specific vocabulary and phrases.
- Address individual language challenges with targeted strategies.
- Cultivate clear, effective, and culturally appropriate communication.

### Goals:

- Improve fluency and accuracy in spoken and written English.
- Strengthen confidence in using English in meetings, presentations, and networking.
- Achieve measurable progress in key areas such as pronunciation, grammar, or vocabulary.
- Equip participants with the skills to handle workplace interactions seamlessly.

### Outcomes:

By the end of the coaching program, participants will:

- Communicate more confidently and professionally in English.
- Apply English effectively in their work environment, including emails, presentations, and discussions.
- Navigate cross-cultural communication with greater ease.
- Achieve personalized milestones aligned with their professional goals.

This coaching approach ensures that **learning is practical, relevant, and immediately applicable**, empowering professionals to excel in their roles and thrive in an English-speaking business environment.



## 2. Small Group English Language Coaching (max. 5 participants)

Our **Small Group English Language Coaching** sessions are designed for professionals who want to enhance their English skills in a supportive and interactive environment. With a focus on **practical application** and real-world communication, these sessions provide the opportunity to build confidence and fluency through guided practice, peer collaboration, and tailored feedback.

### Objectives

- Create a collaborative space for learners to practice English in professional contexts.
- Develop skills for effective communication in meetings, presentations, and everyday business interactions.
- Encourage active participation and mutual learning among group members.

### Goals

- Improve fluency, accuracy, and confidence in spoken and written English.
- Expand vocabulary and expressions relevant to your industry and professional roles.
- Build strategies for effective cross-cultural communication.
- Strengthen problem-solving and critical thinking in English.

### Outcomes

By the end of the coaching program, participants will:

- Speak and write more clearly and confidently in professional settings.
- Use appropriate business English vocabulary and expressions effortlessly.
- Navigate challenging communication scenarios, such as negotiations or resolving conflicts.
- Feel empowered to express their ideas effectively in a global business environment.

Whether you're preparing for an important meeting, developing your presentation skills, or simply looking to refine your business communication, this program equips you with the tools you need for success in your professional journey.

**Ideal for:** Teams or individuals seeking a practical, focused approach to improving English communication.



## Testimonials

### "A Game-Changer for Our Team!"

*"As a team, we were struggling with confidence during client meetings. The Small Group English Language Coaching helped us practice real scenarios and improve our communication skills. The interactive approach made learning enjoyable, and the tailored feedback really made a difference. We're now more confident and effective in our meetings." – Sarah W., HR Manager*

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### "Tailored, Practical, and Engaging"

*"I've taken many English courses before, but this coaching program stood out. The sessions were highly relevant to my day-to-day work, and Michelle placed the emphasis on practical application to help me communicate more clearly with colleagues and clients. The small group setting allowed for personalized attention, and the feedback was amazing. I'm more confident in my presentations and emails now too!" – Wolfgang P., Marketing Director*

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### "Perfect for Busy Professionals"

*"As a busy professional, I appreciated the efficiency and focus of the Small Group English Language Coaching. The sessions were fast-paced and directly related to what I do in my job. Michelle was very attentive to my needs and gave me tips I could apply immediately. My business English skills have improved dramatically." – Michaela T., Project Manager*

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### "Practical and Results-Oriented"

*"I enrolled in the coaching program to improve my communication skills for negotiations with global clients. The sessions were extremely practical, and I was able to apply everything we learned directly to my work. The group dynamic allowed me to learn from others, and I now feel much more confident when discussing complex topics in English." – Ulrike D., Sales Executive*

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### "A Confidence Booster"

*"The Small Group English Language Coaching gave me the tools I needed to feel more comfortable speaking in English in front of others. The practice-focused approach helped me become more fluent, and the group environment made it less intimidating. I'm now much more confident when presenting ideas to senior management and clients." – Susanne H., Operations Manager*



### 3. Dynamic Presentations in English Workshop

<https://acstyria.com/events/dynamic-presentations-in-english/>

<https://acstyria.com/events/dynamic-presentations-in-english-2/>

#### **Description:**

This workshop is a comprehensive training program designed to enhance participants' abilities to deliver **effective** and **impactful** presentations in an English-speaking business environment. This workshop provides practical strategies, techniques, and practice sessions to develop confidence, clarity, and persuasive communication skills.

#### **Workshop Objectives:**

1. Improve Language Proficiency: Enhance participants' language skills, including vocabulary, grammar, pronunciation, and fluency, to deliver professional presentations.
2. Develop Presentation Structure: Teach participants how to structure presentations effectively, including creating engaging openings, organizing content logically, and delivering powerful conclusions.
3. Enhance Visual Aid Design: Guide participants in creating visually appealing and informative slides, utilizing appropriate graphics, charts, and data representation to support their messages effectively.
4. Master Verbal and Non-verbal Communication: Help participants develop effective verbal delivery skills, such as voice modulation, pace, and intonation, as well as non-verbal cues like body language, eye contact, and gestures.
5. Engage the Audience: Teach techniques to engage and interact with the audience, such as asking questions, encouraging participation, and handling Q&A sessions confidently.
6. Manage Nervousness and Overcome Challenges: Provide strategies to overcome stage fright, manage nervousness, and handle unexpected challenges during presentations.
7. Practice and Feedback: Offer ample opportunities for participants to practice their presentation skills in a supportive environment and receive constructive feedback from trainer and peers.

#### **Workshop Structure:**

The workshop will consist of interactive sessions, group activities, and individual exercises to ensure active participation and practical learning. The trainer with expertise in business English and public speaking will facilitate the sessions. The workshop's duration is 1 full day and 2 half days (or can be modified to your needs).

#### **Target Audience:**

The workshop is suitable for professionals, executives, managers, and anyone who needs to deliver presentations in English within a business context. It is beneficial for speakers seeking to improve their communication skills and make a strong impact during business presentations.

#### **Outcome:**



Upon completion of the workshop, participants can expect to:

- Deliver presentations with improved language fluency and accuracy.
- Structure and organize presentations effectively for maximum impact.
- Design visually appealing and informative slides.
- Demonstrate confident verbal and non-verbal communication skills.
- Engage and interact with the audience to maintain interest and attention.
- Manage nervousness and handle unexpected situations with composure.

Note: The workshop can be customized to meet the specific needs and goals of the organization or group, incorporating industry-specific content and addressing particular challenges faced by participants.

### **Requirements**

Participants must have at least level B2 in English.

An introductory placement conversation (15 minutes, virtual call via Zoom) will be held to learn more about the language level of the interested participant.

### **Workshop Design**

- Survey in advance to learn about needs of participants
- Placement conversations (virtual) – as needed
- Day 1 – presentation tips and tricks (with training booklet), key vocabulary & phrases, interactive presentations, connection with audience, self-introduction, feedback
- Homework – review video and complete self-evaluation, build in feedback
- Day 2 - presentation skills, media design, answering questions, work-related presentation with feedback
- Day 3 – virtual meeting tips & tricks, body language, voice & tone, work-related presentations, feedback & feed-forward

Optional addition: 2-5 units of virtual individual language coaching to support at the individual level.



## Testimonials

Here's what participants from the *Dynamic Presentations in English* workshop had to say:

- *"This workshop transformed how I approach presentations. I've become much more confident in structuring my ideas clearly and engaging my audience. Highly recommended!"*  
— **Laura M.**, Marketing Specialist
- *"The practical exercises were invaluable. I appreciated the constructive feedback and the chance to practice in a safe, supportive environment."*  
— **Manuel T.**, Project Manager
- *"The focus on storytelling and audience connection has completely changed my perspective on presentations. I now feel prepared to present in English at an international level."*  
— **Anna K.**, Business Development Executive
- *"The trainer created a dynamic and inspiring atmosphere. It wasn't just theory—it was hands-on and so applicable to my work."*  
— **Markus R.**, HR Manager

These testimonials reflect the lasting impact the workshop has had on participants, helping them thrive in professional English communication.





## 4. Dynamic Presentations in English Workshop - Advanced

### Workshop Description: *Dynamic Presentations in English – Advanced Practice & Application*

This 2-day advanced workshop builds on the foundations laid in last year's *Dynamic Presentations in English* training. Designed for professionals who want to refine and elevate their presentation skills, this workshop focuses on hands-on practice, real-world application, and personalized feedback. Participants will engage in **dynamic, interactive exercises** to boost their confidence, master audience engagement, and deliver persuasive, impactful presentations in English.

#### Objectives:

- To practice advanced presentation techniques, including storytelling, data visualization, and persuasive language.
- To enhance fluency and clarity in English while presenting complex ideas.
- To build confidence through repeated delivery in a supportive, feedback-oriented environment.
- To integrate audience-centered strategies for higher impact and engagement.

#### Goals:

- Refine body language, vocal delivery, and tone for a professional setting.
- Develop a compelling narrative to connect with diverse audiences.
- Master the use of visual aids, such as slides or props, to support your key messages.
- Respond effectively to audience questions and challenges.

#### Expected Outcomes:

By the end of the workshop, participants will:

- Deliver a polished, professional presentation tailored to their specific industry or audience.
- Demonstrate confidence in navigating unexpected questions or challenges.
- Apply effective language strategies for persuasion and clarity.
- Receive a personalized action plan to continue improving their presentation skills post-workshop.

This workshop is **highly interactive, offering participants the opportunity to deliver multiple presentations**, receive constructive feedback, and learn through peer collaboration. Participants will leave equipped with the tools and techniques to excel in English presentations in any professional context.

#### Pre-Workshop Preparation:

To maximize the benefits of this workshop, participants will:

- Complete a brief self-assessment to identify strengths and areas for improvement in their presentation skills.



- Submit a draft outline or topic for their presentation to tailor feedback during the workshop.
- Receive curated pre-workshop materials, including tips on storytelling, structuring presentations, and overcoming language challenges.

### **Post-Workshop Follow-Up:**

Participants will benefit from continued learning support, including:

- A follow-up one-on-one coaching session to review their progress and refine their skills.
- Access to exclusive resources, including templates, checklists, and example presentations.
- A dedicated peer network for sharing experiences and receiving ongoing feedback.
- Recommendations for further practice and professional development opportunities.



## 5. Negotiation Strategies in English

<https://acstyria.com/events/negotiation-strategies-in-english/>

**Workshop Title: Mastering Negotiation Strategies in English**

### Workshop Overview

This interactive 2-day workshop is designed to equip professionals with the essential language, skills, and confidence needed to navigate negotiations effectively in English. Whether you negotiate with clients, colleagues, or suppliers, this program provides practical tools and strategies tailored to business contexts. Participants will engage in simulations, role-playing, and collaborative activities to sharpen their negotiation prowess.

### Objectives

By the end of this workshop, participants will:

- Understand the key principles of negotiation, including preparation, active listening, and persuasion.
- Develop fluency and confidence in using professional negotiation language and phrases.
- Learn to structure and manage different types of negotiations, from collaborative to competitive.
- Build cultural awareness to navigate negotiations in international settings effectively.

### Goals

Participants will:

- Expand their vocabulary for expressing proposals, making concessions, and reaching agreements.
- Enhance their ability to articulate needs, manage conflict, and achieve mutually beneficial outcomes.
- Practice handling common negotiation scenarios, such as price discussions, contract terms, and resolving disputes.

### Outcomes

At the conclusion of the workshop, participants will be able to:

- Approach negotiations with clarity and confidence, ensuring professionalism in English communication.
- Employ a range of effective negotiation strategies adapted to diverse business contexts.
- Handle challenging conversations with tact, maintaining relationships while achieving their objectives.

### Who Should Attend



This workshop is ideal for business professionals who conduct negotiations in English, including sales executives, project managers, procurement specialists, and team leaders operating in multinational environments.

### Structure

- **Day 1:** Foundations of Effective Negotiation
  - Introduction to negotiation styles and strategies
  - Language essentials for presenting, persuading, and clarifying
  - Practice: Role-playing basic negotiation scenarios
- **Day 2:** Advanced Negotiation Techniques
  - Managing objections, conflicts, and deadlocks
  - Advanced vocabulary for compromise, influence, and agreements
  - Practice: Complex and cross-cultural negotiation simulations

Participants will leave with practical tools, personalized feedback, and a confidence boost to excel in their professional negotiations in English.

### General Overview:

- Survey in advance to learn about needs of participants
- Placement conversations (virtual) – as needed
- Day 1 – the where and when of negotiations, phrase of agreement/disagreement, overview of “Getting to Yes” (with training booklet), roleplays, key vocabulary & phrases, interactive discussions, feedback
- Homework – roleplays, review negotiation scenario and complete self-evaluation, build in feedback
- Day 2 – roleplays, answering questions, work-related negotiation with feedback
- Day 3 – virtual negotiation tips & tricks, body language, voice & tone, work-related negotiations, feedback & feed-forward

Optional addition: 2-5 units of virtual individual language coaching to support at the individual level.



## 6. 3D Worlds Prioritization Workshop (max. 8 participants)

<https://acstyria.com/events/visual-strategy-and-priority-setting-with-3d-worlds/>

**Workshop Title:** "Visual Strategy and Priority Setting with 3D Worlds"

**Workshop Description:** Join us for a dynamic 1-day workshop where business professionals from diverse companies will explore the innovative "3D Welten" method. This hands-on workshop is designed to help you structure complex information, set clear priorities, and enhance team collaboration using a unique three-dimensional approach. You'll learn how to visually map projects, identify key connections, and prioritize tasks in a way that makes complex topics easy to understand and discuss. By the end of the day, you'll walk away with practical tools for simplifying complexity, fostering better team communication, and creating adaptable project plans.

**Who Should Attend:** Business professionals, project managers, and team leaders looking for innovative ways to improve strategic planning, priority setting, and team dynamics.

### **Key Takeaways:**

- Create a 3D visual representation of your project.
- Learn to prioritize tasks using height, space, and color.
- Gain tools for effective communication and decision-making.
- Experience a new way of collaborating with diverse perspectives.

The "3D Welten" (3D Worlds) method is an innovative team-building and priority-setting tool that uses visual and spatial techniques to facilitate complex discussions and decision-making within teams. Here's a breakdown of what this method involves:

### **Key Concept**

The "3D Welten" approach involves creating a three-dimensional representation of a project or topic, often using physical or digital tools to visually structure information. It's designed to make complex content more understandable and interactive, allowing teams to engage with topics in a visual, tactile way.

### **How It Works**

1. **Content Mapping:** Information and topics are transferred onto flexible cards, which can be arranged and moved around. These cards act as the foundational pieces of the "3D World."
2. **Topic Islands:** Related pieces of information are grouped into "topic islands." These islands visually represent key themes or categories, allowing team members to see how different areas are connected.
3. **Distance as Meaning:** The physical distance between the islands represents the relationship between topics. Closer islands indicate closely related subjects, while more distance suggests less direct connections.
4. **Priority Heights:** The use of different heights in the 3D representation is a way to set priorities. Higher elements indicate higher priority, while lower ones suggest less importance. This visual differentiation helps teams focus on the most crucial elements.



5. **Flexible and Adaptable:** The 3D setup can be easily adjusted to reflect new priorities or changes in project parameters. Different colored tokens or markers can be added to signify specific interests, perspectives, or project elements.

### Benefits

- **Enhanced Visual Understanding:** By seeing relationships, hierarchies, and priorities visually, teams can better understand complex information.
- **Facilitates Discussion:** The visual nature of the method helps facilitate conversations, making it easier to address complex interactions between topics.
- **Reduces Complexity:** The method simplifies complicated projects by breaking them down into visual elements, reducing cognitive load.
- **Engaging and Interactive:** Unlike traditional methods, this approach encourages active participation and engagement, making workshops and meetings more dynamic.
- **Adaptability:** It can be adjusted easily to reflect changes, ensuring that the project's visual representation stays relevant.

### Use Cases

"3D Welten" is especially useful for:

- **Project Planning and Review:** Visualizing project stages and priorities.
- **Team-Building:** Helping team members understand each other's perspectives by creating a shared visual context.
- **Problem-Solving:** Structuring complex problems to identify priorities and relationships.
- **Strategy Development:** Laying out strategies in a tangible way that allows for better evaluation and adaptation.

This method goes beyond traditional flat presentation tools like flip charts or whiteboards by creating an engaging and memorable experience that helps teams navigate complex topics with clarity.



## 7. Customer-focused Communication

<https://acstyria.com/events/customer-focused-communication-in-english-for-business-professionals/>

Workshop Title: Customer-Focused Communication in English for Business Professionals

### **Description:**

In today's competitive market, effective customer-focused communication is essential. This 2-day interactive workshop is designed for business professionals from diverse industries who want to enhance their English communication skills for better customer interaction. We'll focus on key areas: who your customer is, their wishes/desires, what style of communication reaches them best, what methods and platforms support them best, crafting impactful social media messages, writing clear and professional emails, and delivering persuasive presentations to engage the customer. Participants will learn practical techniques for tailoring communication to diverse audiences, handling inquiries and feedback, and building a strong rapport with customers. Expect a mix of hands-on activities, real-life scenarios, and expert tips to elevate your customer communication.

### **Takeaways:**

- Phrases and language to make the messages people-centered and specific to your customers.
- Techniques for effective social media messaging in English.
- Best practices for customer-oriented emails.
- Strategies for engaging presentations that resonate with clients.

Join us to refine your English communication skills and boost your customer interactions!



## 8. Conflict Management in English

<https://acstyria.com/events/conflict-management-in-english-for-business-professionals/>

<https://acstyria.com/events/conflict-management-in-english-for-business-professionals-2/>

### Workshop Description: Conflict Management in English for Business Professionals

In this dynamic 2-day workshop, participants from diverse industries will enhance their conflict management skills in English. The focus will be on language and body language while handling conflicts within work teams and managing challenging interactions with customers. Through interactive role-plays, case studies, and practical communication strategies, participants will learn to navigate conflicts with confidence and professionalism. This workshop is designed to equip professionals with effective language tools to defuse tense situations, facilitate constructive dialogue, and achieve positive outcomes, ensuring better collaboration and customer satisfaction. Join us to strengthen your conflict resolution skills in an engaging and supportive environment!

### Goals

1. **Develop Conflict Resolution Skills:** Equip participants with effective strategies to manage and resolve conflicts both within work teams and with customers.
2. **Enhance Communication Skills in English:** Improve language proficiency for handling conflicts, using precise and professional English to ensure clarity and minimize misunderstandings.
3. **Build Confidence in Conflict Situations:** Boost confidence in navigating challenging situations through practice, allowing participants to remain calm and composed in real-life scenarios.
4. **Promote a Collaborative Mindset:** Encourage a solution-oriented approach to conflicts that focuses on achieving win-win outcomes and maintaining positive relationships.

### Takeaways

1. **Practical Communication Tools:** A toolkit of phrases, expressions, and communication techniques tailored for conflict situations, both in internal team dynamics and customer interactions.
2. **Conflict Assessment Skills:** The ability to identify the root causes of conflicts, assess different perspectives, and determine the best approach for resolution.
3. **Improved Listening and Negotiation Techniques:** Enhanced active listening skills, along with strategies to negotiate effectively, de-escalate tensions, and reach mutually beneficial agreements.
4. **Confidence in Handling Difficult Conversations:** Greater self-assurance in managing difficult conversations professionally, using role-play scenarios to practice and receive feedback.
5. **Personal Action Plan:** A customized action plan for applying conflict management strategies in the participant's work environment, including follow-up tips for continuous improvement.

By the end of this workshop, participants will be well-prepared to handle conflicts constructively, communicate clearly, and foster a more harmonious workplace.





## 9. Executive Coaching in English for Business Professionals (1:1)

### Workshop description:

In this dynamic executive coaching program, business professionals will strengthen their leadership, human-to-human connection, and time management skills—all in English. The focus will be on effective communication, emotional intelligence, and strategic thinking to enhance workplace relationships, lead teams with confidence, and manage time efficiently. Through interactive coaching sessions, real-world case studies, and personalized feedback, participants will gain the tools to navigate leadership challenges, foster collaboration, and optimize productivity. This coaching program is designed to equip executives with the language, mindset, and strategies needed to excel in today's global business environment. Join us to refine your leadership and communication skills in an engaging and supportive setting!

### Goals

1. **Enhance Leadership Communication in English:** Develop clear, persuasive, and confident communication skills for leading teams and engaging stakeholders.
2. **Strengthen Human-to-Human Connection:** Build trust, empathy, and rapport in professional interactions to foster collaboration and motivation.
3. **Optimize Time Management & Productivity:** Learn strategies for prioritization, delegation, and efficiency to make the most of your time.
4. **Develop Emotional Intelligence for Leadership:** Improve self-awareness, active listening, and interpersonal skills to navigate workplace dynamics effectively.
5. **Increase Confidence in Executive Decision-Making:** Build confidence in making strategic decisions and handling complex business situations in English.

### Takeaways

1. **Practical Leadership Communication Toolkit:** A set of effective phrases, techniques, and strategies for leading meetings, giving feedback, and inspiring teams.
2. **Enhanced Cross-Cultural Business Skills:** Greater awareness and adaptability in global professional interactions.
3. **Improved Time Management Techniques:** Practical methods for reducing overwhelm, increasing focus, and balancing priorities.
4. **Confidence in Leading & Coaching Others:** The ability to guide, mentor, and support teams through clear and motivating communication.
5. **Personalized Executive Action Plan:** A tailored plan for applying leadership, communication, and productivity strategies in the participant's work environment.

By the end of this coaching program, participants will feel more confident and capable in their leadership roles, equipped with the language and skills to connect, inspire, and manage their time effectively.



## 10. Scientific Writing Coaching for Academics (1:1)

In this specialized coaching program, academics will refine their scientific writing skills to produce clear, precise, and compelling research papers, dissertations, and journal articles. The program combines expert proofreading with personalized 1:1 coaching sessions to discuss possible improvements and enhance the clarity, structure, and impact of academic texts. Through detailed feedback, targeted guidance, and practical writing strategies, participants will develop the confidence and skills to communicate their research effectively in English. This coaching is designed for researchers, PhD candidates, and university faculty who want to elevate their academic writing to meet international publication standards.

### Goals

- **Enhance Clarity and Precision in Scientific Writing:** Develop a concise and effective writing style that ensures research findings are communicated clearly.
- **Strengthen Academic Structure & Argumentation:** Improve the logical flow, coherence, and persuasiveness of academic texts.
- **Refine Language & Style for Academic Impact:** Learn to use appropriate academic vocabulary, tone, and formatting for high-quality research writing.
- **Increase Confidence in the Publishing Process:** Understand how to address reviewer comments, refine submissions, and navigate the publication journey.
- **Receive Individualized Feedback & Coaching:** Benefit from expert proofreading and personalized guidance to improve writing efficiency and effectiveness.

### Takeaways

- **Polished Academic Manuscripts:** Improved versions of research papers, dissertations, or articles through expert proofreading and feedback.
- **Tailored Writing Strategies:** Practical techniques to enhance structure, coherence, and argumentation in academic writing.
- **Stronger Academic Voice:** Increased confidence in writing persuasively and effectively in English.
- **Publication Readiness:** Guidance on meeting journal requirements, responding to peer reviews, and preparing manuscripts for submission.
- **Personalized Action Plan for Future Writing:** A roadmap to continue improving writing skills and publishing success.

By the end of this coaching program, participants will feel more equipped to write high-quality academic texts, communicate their research with confidence, and increase their chances of publication in international journals.



## 11. Team Building & Communication: Strengthening Connection for Meaningful Collaboration

In this interactive workshop, participants will develop essential team-building and communication skills to foster deeper **human-to-human connection** and more effective collaboration. Through engaging activities, reflective discussions, and practical strategies, attendees will enhance their ability to **communicate with empathy, build interpersonal trust, and navigate team dynamics with awareness**. The workshop emphasizes the importance of **democratic principles** in teamwork—ensuring that every voice is heard, valued, and respected. Ideal for professionals seeking to create **stronger, more connected teams**, this session will empower participants to communicate with confidence, resolve conflicts constructively, and contribute to a positive and inclusive workplace culture.

### Goals

- **Foster Authentic Human Connection:** Cultivate genuine, trust-based relationships that strengthen team bonds.
- **Enhance Interpersonal Awareness & Emotional Intelligence:** Develop self-awareness and empathy to communicate more effectively and navigate team dynamics with sensitivity.
- **Encourage Democratic & Inclusive Team Culture:** Learn how to create a collaborative space where diverse perspectives are welcomed and every team member feels valued.
- **Strengthen Conflict Resolution & Problem-Solving Skills:** Approach disagreements constructively, balancing assertiveness with active listening.
- **Build Engagement & Motivation Through Meaningful Interactions:** Understand how interpersonal connection influences productivity, creativity, and workplace satisfaction.

### Takeaways

- **Stronger Human-to-Human Connections:** A deeper sense of trust, respect, and understanding within teams.
- **Practical Strategies for Inclusive Communication:** Techniques to foster open dialogue, active listening, and mindful interaction.
- **Conflict Resolution & Democratic Decision-Making Skills:** Confidence in addressing team challenges while ensuring fairness and mutual respect.
- **Increased Self- & Team Awareness:** A greater ability to recognize personal and team strengths, challenges, and opportunities for growth.
- **Personalized Action Plan for Lasting Impact:** A roadmap to apply insights and continue building meaningful workplace relationships.

By the end of this workshop, participants will feel more **equipped to communicate with awareness, foster genuine team connections, and contribute to a workplace culture that values both productivity and human well-being**.



## 12. Professional Book Club: Mastering Communication & People Skills for Career Growth

In this engaging 6-week book club, professionals will explore insightful books on communication, leadership, and interpersonal skills to enhance their effectiveness in the workplace. Each session will combine guided discussion, practical takeaways, and real-world applications, helping participants translate key concepts into their daily work interactions. Through collaborative reflection and actionable insights, attendees will strengthen their ability to connect, influence, and navigate professional relationships with confidence.

This book club is ideal for professionals seeking to refine their communication strategies, develop stronger workplace relationships, and gain new perspectives on people skills essential for career success—all while enhancing their English language communication skills.

### Featured Books

Each session will focus on key lessons from the chosen book. Possible options are:

- ▣ *Give and Take* by **Adam Grant** – Discover how generosity in professional relationships can lead to greater success.
- ▣ *The Art of Gathering* by **Priya Parker** – Learn how to create more meaningful meetings and interactions.
- ▣ *Smarter Faster Better* by **Charles Duhigg** – Explore the science behind productivity, motivation, and effective decision-making.
- ▣ *Crucial Conversations* by **Patterson, Grenny, McMillan & Switzler** – Master strategies for handling high-stakes conversations with confidence.
- ▣ *The Culture Code* by **Daniel Coyle** – Uncover the secrets of highly successful teams and organizational culture.
- ▣ *Dare to Lead* by **Brené Brown** – Develop courage and vulnerability as essential leadership skills.





### Goals

- **Develop Practical Communication Strategies:** Learn techniques to express ideas clearly, engage in meaningful conversations, and adapt communication styles effectively.
- **Enhance Emotional Intelligence & People Skills:** Strengthen self-awareness, empathy, and active listening to build stronger professional relationships.
- **Foster Confident & Persuasive Communication:** Understand how to present ideas persuasively and navigate workplace dynamics with clarity and impact.
- **Strengthen English Language Communication Skills:** Improve vocabulary, fluency, and confidence through book club discussions in English, enhancing both professional and conversational language skills.
- **Apply Lessons to Real-World Scenarios:** Discuss case studies and personal experiences to integrate book insights into daily work interactions.
- **Encourage Ongoing Learning & Growth:** Build a habit of professional development through reading, discussion, and shared learning experiences.

### Takeaways

- 📖 **Key Lessons from Leading Books:** Practical insights from top communication and leadership books.
- 💡 **Actionable Strategies for Workplace Success:** Techniques to improve collaboration, negotiation, and professional presence.



-  **Stronger Speaking & Listening Skills:** Tools to engage in effective conversations, resolve misunderstandings, and foster productive dialogue.
-  **Improved English Language Proficiency:** Enhanced ability to express ideas clearly and confidently in both written and spoken English.
-  **Supportive Learning Community:** A network of like-minded professionals exchanging perspectives and experiences.
-  **Personalized Implementation Plan:** A roadmap to apply book learnings to individual professional goals.

By the end of this book club, participants will walk away with powerful communication tools, fresh perspectives, and a renewed confidence in their ability to connect, collaborate, and communicate effectively—both in English and professionally.