



SKILLING CENTER  
TECMILENIO

Credencial en

# INGLÉS PARA NEGOCIOS

33 horas

## DEVELOPMENT SKILLS:

To comprehend and apply business strategies in English related to debates, customer service, presentations, negotiation, articles, cultural barriers, among others.



## OBJECTIVES:

- Know the basics of business English and customer service customer service.
- Speaking with foreigners and business plan, knowing company policies and organizational changes.
- Examine business strategies for more advanced contexts, involving interactions with co-workers and managers.

## BENEFITS:

In this course, you will be able to improve your Business English by working on different areas of communications, for instance meetings, debates, phone calls, business presentations, customer service, negotiation and other workplace scenarios. Moreover, you will practice with these workplace scenarios while you work on your writing, speaking, reading and listening skills.



## ADDRESSED TO:

- Professionals interested in improving their English language skills will have a more empathetic social communication and will lead you to establish better business relationships.

**DURABILITY  
AND MODALITY:**

33 horas  
Autodirigido

# LIST OF TOPICS:

## Topics

- 1 The basics of business English
- 2 Meetings and projects in the business world
- 3 Leisure and conversations
- 4 Customer service
- 5 Talking to foreigners and business plan
- 6 Company policies and organizational changes
- 7 Writing and reading documents
- 8 Writing and understanding work documents
- 9 Negotiation
- 10 Innovation and introduction of business presentations
- 11 Objectives and results
- 12 Performance and labor issues
- 13 Attracting the attention
- 14 Objectives and talents
- 15 Achievements



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