"Keep Talking“
Networking and team work in international contexts

Datum: Freitag 19. März 2010
Uhrzeit: 10:00—18:00 Uhr inkl. 1h Mittagspause
Ort: Vortragsraum der Bibliothek, Resselgasse 4, 5.Stock
Trainerinnen: Sue Norris M.Ed., B.A.
Mag. Andrea Steiner, B.A.

Aims
In this seminar you will develop your networking skills, i.e. your ability to make and maintain professional contacts. In addition, you will improve your general ability to communicate in English, and to speak it more fluently, naturally and effectively in informal settings, e.g. talking to your colleagues in and around international projects, making small talk in a conference break, or working in international teams. Practice shows that these "soft skills" are essential for effective and successful interaction in academic as well as in business contexts.

Content
Communication skills include:
- networking: making and maintaining contact
- making small talk: keeping up the flow of conversation
- explaining, negotiating, reporting

Communication scenarios include:
- meeting people
- informal conversations
- problem solving in teams

Working methods
- 1 day of total immersion in English: learning by doing
- Role-plays, simulations and authentic communication with your colleagues

Target group
Undergraduate Seminar for female students of the TU Vienna

For more information, see www.eurospeak.at

Registration is required
wit@tuwien.ac.at
Last day of registration 12 March 2010

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