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| **Registration Form** | | | | |
|  |  |  |  |  |
| **Name:** |  |  | **Surname:** |  |
| **Address:** |  |  | **ZIP/Town:** |  |
| **E-Mail:** |  |  | **Phone:** |  |
| **Date of Birth:** |  |  | **Company**: |  |
|  |  |  |  |  |
| **Course:** | Successful Online Meetings in English | | | |
|  | 4 lessons à 90 minutes (6 hours in total) | | | |
| **Dates:** | 03/05/10/12 November 2020 | | | |
| **Timetable:** | 19:30-21:00 (Swiss time) | | | |
|  |  | | | |
| **Content:** | *- Pre-course Needs Analysis*  *- Welcome and Introductions*  *- Ice-breaking*  *- Platforms and challenges*  *- Leadership styles*  *- Cultural influences*  *- Setting general rules*  *- Creating the agenda*  *- Preparing materials*  *- Time planning*  *- Inviting contributions*  *- Questioning*  *- Clarifying*  *- Agreeing/Disagreeing*  *- Suggesting/proposing*  *- Opinionating*  *- Keeping control*  *- Sharing information*  *- Maintaining engagement*  *- Involving participants*  *- Turn-taking*  *- Decision-making*  *- Summarising*  *- Concluding*  *- Bringing a meeting to a close*  *- Follow-up*  *- Simulations* | | | |
|  |  | | | |
| **My English level:** | B1  B2  C1 | | | |
|  |  | | | |
| **Price:** | CHF 330 | | | |
| Please, send the completed form incl. the Needs Analysis Questionnaire (page 2) by e-mail to: [**info@biku.ch**](mailto:info@biku.ch) | | | | |

**Needs Analysis Questionnaire**

This questionnaire is designed to help Accent plan your course and select or design suitable course materials for you. Please complete the questionnaire yourself. Think about each question carefully and then write short answers. Do not worry about writing correctly!

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| --- | --- |
| **Background** |  |
| Please write two or three sentences about your job, your responsibilities and your company |
|  |  |
| **Experience with English** |  |
| Please write two or three sentences about your experience of using English. For example: *Have you had lessons recently? Do you use English regularly? Where and when do you study English now?* |
|  |  |
|  |  |
| **Special Requirement** |  |
| Please describe here. |