

# Communication Skills for Bankers

## Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
09.30 – 10.30	<b>Welcome</b> <b>Course Introduction</b> Breaking the ice <b>MEETINGS</b> What presentations do you give or attend?	<b>Language input</b> Interrupting/clarifying Confirming/persuading	<b>Language input</b> Exploring positions Offering, accepting, rejecting compromises Summarising	<b>Speaking</b> Banking negotiation simulation (contd) <b>Negotiation evaluation</b> <b>Language feedback</b>	<b>Input/Speaking</b> Handling questions Asking questions Using Visuals Change and development Cause, effect and purpose
B R E A K					
10.50 – 12.30	<b>Input/Speaking</b> The organisation of meetings	<b>Speaking</b> Banking meeting simulation	<b>Language input</b> Softening and diplomatic language	<b>PRESENTATIONS</b> What presentations do you give or attend? <b>Input/speaking</b> Getting Started Stating your purpose Effective openings	<b>Input/Speaking</b> Further techniques Rhetorical questions Contrasts and Tripling
L U N C H					
13.45 – 14.45	<b>Language input</b> Opinions Agreeing/disagreeing Checking/questioning	<b>Speaking</b> Banking meeting simulation (contd) <b>Meeting evaluation</b> <b>Language feedback</b>	<b>Language input</b> Nearing settlement Concluding	<b>Input/speaking</b> Emphasis, Focusing Softening, Repetition	<b>Give your presentations</b>
B R E A K					
15.00 – 17.00	<b>Speaking</b> Banking meeting simulation <b>Meeting evaluation</b> <b>Language feedback</b>	<b>NEGOTIATIONS</b> What negotiations do you attend?  Negotiating across cultures	<b>Speaking</b> Banking negotiation simulation <b>Negotiation evaluation</b> <b>Language feedback</b>	<b>Voice training</b> Articulation Chunking Stress, pacing, intonation	<b>Give your presentations</b>  <b>Language feedback</b>
HOMEWORK	Prepare for meeting simulation	Revise the day's coursenotes	Prepare for part 2 of negotiation simulation	Prepare for your presentation	Course evaluation and feedback