

English for Human Resources Managers

Sample Timetable – Week 1



	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:30	Meeting each other Introductions Tour of the School and registration	Visiting Speaker Employment Law	Simulation The New Boss Language feedback	Simulation Slim Gyms Language Feedback	Writing emails Exercises for practice
B R E A K					
10:50 - 12:45	The Structure of Organisations, Listening The Codix Personnel Team	Work/life balance Discussion of readings and work-life balance exercise	Recruitment Vocabulary Exercises and discussion CALL and tutorials	Interviewing Pair work	Language of Telephoning Visiting Speaker Current H R Issues
L U N C H					
13:45 - 14:45	Simulation Restructuring an organisation, mini presentations. Language feedback	The Language of Meetings & Discussions	Job advertisements vocabulary Exercises and discussion	Presenting in English Input language for presentations	Presentations Language Feedback
B R E A K					
15:00 - 17:00	Introduction to CALL Compensation and Benefits vocabulary and speaking Welcome drinks	The Language of Meetings and Discussions continued	Video Interviewing with discussion and feedback Question techniques	Training & Appraisals Reading and discussion	Presentations Language Feedback
HOMEWORK	Background Reading Sunday Times 100 best companies	Reading and preparation: The New Boss	Reading and preparation: Slim Gyms	Prepare Presentations	Farewells!