

Typical procedure for company courses – both in your or our premises

1. Before the training

Initial enquiry or non binding consultation with your company training manager to define the aims and scope of the training

Offer

Placement testing on-line and general needs analysis

Allocation of participants into groups. Exact cost breakdown (if different)

Registration of individuals – their personal commitment

Invitation of the groups

2. During the training

1st day of course: Course aims presented or detailed needs analysis done

Towards the end of the course external exam or final test

Written course plan is given out on the 2nd day to ensure that participants are able to work independently even when unable to attend the class

Regular mini tests verify the progress

Feedback after a few weeks with adjustments and trouble shooting

3. End of training

Course certificate based on CEF-levels on completion of a level

Detailed feedback evaluation of the course

Clarification of further training needs