



Information

Course Starts & Duration

It's possible to start any time.

Up to 8 weeks (200 Teaching Units) with daily teaching units negotiable.

Mon – Fri: 8:00 to 16:00 o'clock, alternative times available as needed.

On average 5 teaching units of 45 minutes per day

Teaching Method and Times

Lessons take place in person or online in individual one-to-one training at one of our training centers or from home.

Target Group & Prerequisites

Anyone that needs to improve their business English language skills to increase their employment opportunities or needs to prepare for academic admission.

A placement test and needs analysis to customize the most effective course.

Costs & Types of Funding

Eligible for up to 100% subsidization if prerequisites are met.

Arbeitsagenturen/Jobcenter with an AVGS (§45), Berufsförderungsdienst, Rentenversicherungsträger, Qualifizierungschancengesetz.

Final Test & Certificate

TOEIC (Test of English for International Communication), wSoE personalized certificate.

Quality Assurance

Our training courses are accredited by an independent, expert (Certqua) in accordance with the German Accreditation and Approval Employment Promotion (AZAV).



Contact



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English One-to-One
Individual Training



Wifa Gruppe GmbH
Kölner Wirtschaftsfachschule



CERTQUA



Business One-to-One

You would like to quickly gain confidence and improve your business English skills to prepare you for working with English in your daily work life.

Get started now with our goal-oriented individualized **English One-to-One** training!

Course Benefits:

- Maximum focus on your speaking skills
- Profession-specific language training
- Individual grammar training
- Social English training
- Business skills such as telephoning, business correspondence, presenting effectively
- International live trainer team
- TOEIC (Test of English for International Communication)



Persönlich.



Your English Package

Example Areas of Specialization

Technical Professions	• Job-related technical language • Product descriptions • Technical documentation • Process description • Procurement • Inventory • Safety regulations
IT-Jobs	• Describing processes & error analysis • Data security & network technology • Hardware & software terminology • Job-related technical language • Customer service & correspondence • Maintenance & repairs • Future technologies
Sales & Distribution	• Market research & analysis • Customer acquisition • Preparing offers & contracts • Negotiations • Data visualization & statistics • Action planning & advertising • Quality & complaint management
Logistics & Transportation	• Dispatching & route planning • Processing orders and invoices • Transport documents & insurance • Dangerous goods & safety conditions • Supply chain -, applicant management • Process description • Customer service
Office Management & Call Center	• Processing orders • Managing complaints • Scheduling appointments • Assistance and secretarial services • Travel planning & travel accounting • Personnel & applicant management • Customer contact

Bildend.



Your English Package

Example Areas of Specialization

Hotel & Gastronomy	• Checking in and out • Taking bookings • Welcoming guests • Specific customer requests and orders • Tourist information • Professional language • Managing complaints
Other professions	• Legal English • Medical English • English for academics • Many more!



You will have the opportunity to complete your course by taking the internationally recognized **TOEIC** (Test of English for International Communication).

Modern.