

## Language training: Dutch

### GOALS

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Is your level of Dutch good, intermediate or high? Would you like to improve your Dutch skills even more? And to do this whenever it suits you best? Do you prefer short learning sessions under the guidance of a language coach? Then this formula is definitely for you!

The objectives of this training course are to:

- provide you with key phrases, which can immediately applied on the job;
- improve your Dutch in a professional context (from telephoning and e-mailing to presentations and meetings);
- practise your newly required speaking skills at your own pace with a coach.

### SUMMARY

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Category:

- Personal development

Difficultylevel:

Basic

Certification type:

E-learning

Price:

The joint pricing guidelines are applied as part of a joint initiative.

### INTENDED AUDIENCE

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The course can be followed by various trainees who, among other things, work as ... :

- financial advisor;

- manager or executive;
- sales advisor;
- administrative employee.

## FOREKNOWLEDGE

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Prior to this course, you will be contacted for a brief telephone screening to determine your language level and discuss your objectives.

A minimum level of A2 is expected for this course.

## CONTENT

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### **Do you have a starting level between A2 and B2?**

The content of the training follows the language learning e-learning modules. We present 5-6 business cases per language and per level. We can provide you with an overview of the available modules (3/4 per business case) in each business case.

The course consists of 5 to 6 business cases per level. You practise key sentences on the following professional topics, among others:

- social talk with colleagues/clients/suppliers;
- introducing yourself and your company
- telephone communication;
- writing professional e-mails;
- giving a presentation;
- participating in a meeting;
- leading a team.

Each module contains 40 hours of practice time. This implies: if you complete each business case once and do all the exercises on it, you will need 40 hours. So, you decide which exercises you want to do, and which exercises you want to repeat several times.

### **Do you have a starting level between B2 and C2?**

The content of your training consists of one of the learning packages by CrossKnowledge. The packages are available in 17 languages, including Dutch, French and English.

You can chose between following packages:

- Professional communication : [https://hubs.ly/H0Jvv\\_H0](https://hubs.ly/H0Jvv_H0)
- Personal development & Performance: <https://hubs.ly/H0JvvWR0>

- Leadership & Management: <https://hubs.ly/H0JvvTg0>
- Customer Service & Negotiations: <https://hubs.ly/H0JvvMw0>

Each package includes 2 hours of coaching. You schedule a session whenever you feel it is necessary. Sessions of 15 minutes to 1 hour are possible.

### **Preparation of participants:**

Prior to the training you will be contacted for a screening. Based on your level we activate the corresponding e-learning content. As soon as the very day after your screening, you can get started!

### **Structure of the training:**

The focus of this training is on self-study on an online learning platform. The coach will advise you on which modules are most relevant to you. Your coach will also help you put what you have learned into practice by giving you speaking exercises and tips on how to use the language on the job.

## **METHODOLOGY**

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An **'E-learning'** is 100% self-study. You log in individually on the MyFA learning platform and process, at your own pace, learning content that is provided to you via an interactive presentation. You can follow this online training wherever, whenever and as often as you want. The teaching material consists of a digital format with text, video, images, animations, test questions and/or references to relevant documents and/or websites.

### **Type of training:** E-learning

You will have access to the BLCC e-learning platform. The coaching sessions take place via Teams, Zoom or the online meeting tool of your choice.