

## Bocconi English Soft Skills Workshops

Using your soft skills in your native language is not easy. Using them in and adapting them to another language is even harder.

Bocconi English Soft Skills Workshops aim to help you improve your ability to use your soft skills in English.

In the Workshops you will work on:

- Expanding your professional vocabulary
- Increasing your listening comprehension
- Improving your speaking
- Making your point more effectively

## 1. Workshop: Persuading in English

### **Description:**

Persuading people is a fundamental part of professional life. You need to create a convincing argument and present them clearly.

The first part of the workshop will look at how to build and structure an argument. It will also look at how you can present your ideas more confidently.

In the second part of the workshop, you will deliver an elevator pitch and give feedback on the pitches of the other participants.

### **Participants:**

You should have at least a B2 level of English.

All materials will be provided before the day of the workshop. You are responsible for bringing the materials with you.

### **Duration:**

2 hours

## 2. Workshop: Writing Short in English

### **Description:**

If you want to communicate effectively in business, you need the ability to communicate your message clearly and concisely.

The first part of workshop will focus on the mechanics of effective communication: choosing strong, clear vocabulary, and structuring your sentences to highlight your points.

In the second part of the workshop, you will apply these mechanics to constructing messages and responses.

### **Participants:**

You should have at least a B2 level of English. As part of the workshop, you will submit an email message, and receive feedback and suggestions on how to improve.

All materials will be provided before the day of the workshop. You are responsible for bringing the materials with you.

### **Duration:**

2 hours

### 3. Workshop: Team Work in English

#### **Description**

Business communications is more than expressing your ideas clearly. It is also building relationships and understanding others.

The first part of the workshop will give you techniques for improving your comprehension and look at how you can better use your active listening skills in English.

In the second part of the workshop, you will use your English-language skills to work with a group to find a solution to a problem.

#### **Participants:**

You should have at least a B2 level of English.

All materials will be provided before the day of the workshop. You are responsible for bringing the materials with you.

#### **Duration:**

2 hours

### 4. Workshop: Negotiating in English

#### **Description**

To negotiate successfully, you need to express your position clearly and truly understand the position of your counterpart.

The first part of the workshop will give you language you need to navigate negotiations.

In the second part of the workshop, you will use your English-language skills to take part in a negotiation.

#### **Participants:**

You should have at least a B2 level of English.

All materials will be provided before the day of the workshop. You are responsible for bringing the materials with you.

#### **Duration:**

2 hours

## 5. Workshop: Getting the Internship in English

### **Description**

The language qualifications on your CV will help you get an interview. But employers who need people with English-language skills are more concerned with how you perform in English.

The first part of the workshop will focus on how you can use your English to structure a compelling cover letter.

In the second part of the workshop, you will use your English-language skills to construct effective answers to interview questions.

### **Participants:**

You should have at least a B2 level of English.

All materials will be provided before the day of the workshop. You are responsible for bringing the materials with you.

### **Duration:**

2 hours

## 6. Workshop: Giving Presentations in English

### **Description:**

From giving TED talks to standing up in a meeting, presenting your ideas is a fact of professional life.

The first part of the workshop will look at how to structure your presentations for maximum effect.

In the second part of the workshop, you will give a brief group presentation, and give feedback on the presentations of the other participants.

### **Participants:**

You should have at least a B2 level of English. As part of the workshop, you will submit a brief, videotaped presentation, and receive feedback and suggestions on how to improve.

All materials will be provided before the day of the workshop. You are responsible for bringing the materials with you.

### **Duration:**

2 hours