

CO 002: Language Enhancement Workshop

[2-Day Program]



Overview

This program mainly focuses on grammar and communication skills which will contribute to the enhancement of English Language proficiency in general. Through the exploration of various themes, participants will be given the opportunity to speak and listen in a variety of contexts. Activities presented in each module will allow participants to practice and polish their language skills. Communicate your ideas confidently in meetings and with colleagues without the fear of poor grammar.

Learning Outcomes

Upon completion of programme, participants will able to:

- Use Present, Past and Perfect Tense in different context
- Describe ideas in error-free sentences
- Identify and avoid common language errors
- Eliminate the usage of 'Manglish' in daily communication
- Communication orally with more confident at workplace

Who Must Attend.

This course is ideal for participants who have a good grasp of the basic grammar structure and wanting to perfect their writing skills without any glaring grammatical mistakes.

This course is NOT suitable for participants wanting to start learning English.

Course Detail

Day 1

- Parts of Speech
- Tenses
- Subject-Verb Agreement
- Modal Verbs
- Prepositions
- Understanding Singular, Plural, Mass Nouns, Countable and Uncountable Nouns

Day 2

- Phrasal Verbs
- Eliminating Manglish
- Common English Errors
- Business Vocabulary
- Oral & Functional English At Workplace

Methodology

This workshop's methodology is a combination of expert input, interactive practical exercises, group discussions, exercise worksheets and role-plays.

Course Leader

Mahadevi Batmanathan is a knowledgeable Soft Skills, English Language and Leadership & Development Trainer with a sound understanding of needed traits for workplace success. She has an extensive background in developing and facilitating training programs for employees using adult learning principles and interactive approach. In addition, she is well-versed with delivering presentations, giving assessments and identifying training needs. Overall, she has 17 years of experience in the training/teaching domain which includes her association with MNC's and educational institutions. Mahadevi was the in-house trainer for AIG(M) Sdn. Bhd, CSC(M) Sdn. Bhd, HSBC (M)Sdn. Bhd, ELS Language Centers(M) Sdn. Bhd, Mantissa Institute and Olympia College. She is a certified Situational Leadership and Leadership & Development Trainer.

She has managed the entire training functions for the corporate sector including content development, mentoring trainers and creating leaders. She has been actively associated with people from various cultural backgrounds to bridge the areas in communication and comprehend the changing needs of an organization. She believes

training should be engaging and fun. Her primary goal is to keep learning relevant to the learners needs. She has conducted various training programs and has been consistent in nurturing goals towards positive results.

Her areas of training expertise include the following:

- Leadership & Development (DDI Programs): Coaching for Peak Performance, Communicating for Leadership Success, Driving Change, Making High-Quality Decisions, Advanced Coaching, Taking the Heat.
- Situational Leadership for Leaders
- Management Skills for New Managers: Effective Communication, Motivation, Performance Management, Delegation for Growth & Development and Coaching for Performance
- Certified Intensive English Program (CIEP) for Elementary, Intermediate and Advanced levels
- English for Finance
- Business Communication
- Business Writing
- Soft Skills Programs: Writing Effective E-mails, Effective Telephone Techniques, Language Enhancement Program, Presentation Skills, Customer Service with Impact, Tele-Sales Skills
- MARA Higher Education Professional Development for English Teachers
- IELTS & TOEFL Preparation Classes

Corporate Training Clients:

- **Sunway Properties Sdn. Bhd.**- Business Communication
- **Sunway Lagoon Sdn. Bhd.**- Business Communication & Writing
- **Honda Malaysia**- Powerful Presentation Skills
- **INSTEP PETRONAS** (Terengganu)-Business Communication & Writing
- **FSTEP Bank Negara** (Kuala Lumpur)-English for Finance
- **WWRC Malaysia Sdn. Bhd.** (Shah Alam)- Communicative English Program
- **PJ Hilton**- Business Communication & Writing
- **University of Science and Technology, Suzhou, China**- Intensive English
- **Selangor Human Resource Development Centre (SHRDC)**-Intensive English
- **QI Services (M)**- Business Communication & Writing

- **Opcom Cables-** Communicative English
- **Sanden Air Conditioning Sdn. Bhd-** Business Writing

Course Fee

Request For Quotation For In-House Programme

Certificate

Upon successful completion of this program, you will receive a Certificate of Attendance.

Certificates are distributed on the final day of the program.

Payment mode:

Please make payment to:

IKLIM PRIMA SDN BHD
Company Registration No: 1021120-M
BANK: MAYBANK
BANK ACCOUNT NO: 5124 8244 0204

1. BANK IN CHEQUE

Bank in and then scan the Bank-in slip and email to us before the course commence to confirm your seat.

OR Courier your cheque payment to our Finance HQ.

*Note that we DO NOT take any payments during the event.

3. BANK IN CASH: You can also pay by cash through bank-in our company bank account.

4. Interbank Transfer- You can also opt to use GIRO transfer.