



Yes, You Can

Present with confidence and impact – in English

When speaking in public, your English becomes less fluent and you lack confidence. You may also feel that you have less credibility than when you give presentations in French. It can be frustrating.

The YES YOU CAN program is designed to help you present in English with more impact and confidence, projecting a greater degree of professional credibility.

It will give you a real recipe for success and make sure your presentations get your messages across!

PRACTICAL INFO

Training time:

- Option #1 / 14hrs30 (Prep Call & Workshop)
- Option #2 / 18hrs (Prep Call, Workshop, Practice Sessions, Progress Review)

Training location:

- *Workshops*: Paris (Châtelet)
- *Prep Call, Practice Sessions, Progress Review*: by phone or video call

Investissement :

- Option #1 / €1,500 excl. VAT
- Option #2 / €2,260 excl. VAT

Upcoming open sessions (Paris):

- 14-15 November 2019
- 28-29 November 2019
- 11-12 December 2019
- 23-24 January 2020
- 26-27 February 2020
- 19-20 March 2020

SHAMPOO & CONDITIONER!

EnglishBooster clients not only boost their English skills (Shampoo), they also learn powerful communication tools (Conditioner) to become more impactful when speaking English – tools they can also use in French or any language!

Target audience and prerequisites

- For professionals who are already speaking in public or giving presentations in English or may have to do so within the next six months
- Intermediate or advanced English (B1+, B2, C1 or C2 on the CEFR scale)

Objectives

- Master the fundamentals of successful presentations in English
- Grab your audience's attention, and keep it
- Deliver messages that are clear and impactful – in English
- Gain more confidence and manage stress when speaking

Step 1 – PREPARATION *(customization phase)*

- **QUESTIONNAIRE.** Answer a few targeted questions for an initial assessment of your English speaking skills and your specific objectives. ⌚ 30 min.
- **PREP CALL.** Speak one-on-one to an EnglishBooster coach by Skype or phone to assess your oral communication skills and determine your specific goals, also defining the indicators to measure the success of the program. ⌚ 30 min.

Step 2 – WORKSHOP *(content & teaching tools)*

Training begins with intensive courses – two days with a small group of five people.

The teaching approach is iterative. Each participant brings “materials” to work with (e.g. a project presentation, sales pitch, reporting, presentation of figures, etc.). Throughout the workshop, participants deconstruct their “materials” and then reconstruct them, gradually incorporating the tools from the YES YOU CAN program:

- **OKAY FORMULA:** articulate and target the key message
- **RULE OF THREE:** develop and articulate supporting messages without overwhelming the audience
- **RIGHT-BRAINERS:** boost the emotional impact of your messages
- **REPertoire EXPANSION MAP:** increase your vocabulary to include new words and expressions that are relevant to your messages
- **ZOOM:** immediately grab your audience's attention
- **SPICES:** give your presentation more impact by taking into account the expectations and specific characteristics of your audience
- **VOICE ESSENTIALS:** understand the importance of the pace and volume of your voice

The workshop is very interactive, with a combination of presentations to the group, feedback sessions and two-person activities. Each person makes his or her presentation four times over the two-day period and receive personal feedback.

At the end of the workshop, participants watch a video recording of their first and last presentations to measure their progress.

Step 3 – PRACTICE

The next step in the program involves **4 x 45-minute one-on-one Practice Sessions** by Skype or phone, over two months following the workshop.

The goal of these sessions is to use the tools acquired during the workshop and to develop good presentation habits, practicing either with an **actual presentation** the participant wants to work on or a **presentation scenario** suggested by the EnglishBooster coach.

Each Practice Session includes a series of simulations followed by **constructive feedback**.

Step 4 – PROGRESS REVIEW

- **PROGRESS REVIEW.** During a one-on-one session after the program is completed, participants measure their progress, review the objectives and indicators of success defined beforehand and draft an action plan for the next three months. ⌚ 30 min.
- **PIPPLET-FLEX.** A PIPPLET-FLEX test conducted by a third party not affiliated with EnglishBooster is used to evaluate English speaking skills objectively. ⌚ 30 min.
- **FEEDBACK REPORT.** Each participant receives a written report with their scores (self-assessment, PIPPLET-FLEX) and feedback and recommendations from their coach.

Facilitators

All EnglishBooster instructors are native English speakers or equivalent with a passion for their work, outstanding interpersonal skills and real expertise in communication techniques. They act as bona fide coaches, finding the perfect balance between “pushing” clients to grow and making them feel comfortable. Our instructors have participated in EnglishBooster’s own Train the Trainer program, which guarantees high and consistent quality. They also have extensive experience in the business world, allowing them to quickly grasp any issues participants may want to tackle.

Testimonials

“It was one of the best trainings I've participated in. All the tools and exercises were useful and applicable. Thank you! You really helped me to build up the presentation in a far better way and convince other people of my key goal.”

“A very dynamic program that made me realize that my English is good enough to give a presentation in English.”

“The step-by-step acquisition of the methods taught makes it possible to produce a presentation, and the systematic feedback after each exercise helps participants self-correct before moving to the next step – a real advantage.”

“Above and beyond the benefits of discussions and improving English, this program is a real toolbox for preparing presentations in any language: a very important coaching program to give a person and/or a career a boost, not only in English.”

“The philosophy of leaning on one’s strengths and making the most of them is encouraging and positive. I can rely on efficient methods to become more confident and better analyze and address my audience.”

“This program met all my expectations, and then some. All of the simulations and feedback sessions were very constructive, and everyone was committed. Comments were very well thought-out. The environment we worked in was excellent.”

DONE IS BETTER THAN PERFECT!

EnglishBooster creates an atmosphere where participants feel safe and want to speak up. 80% of our training courses are devoted to practical activities, role playing and constructive feedback time. Participants adopt an increasingly positive attitude, focusing more on action and efficiency than trying to be perfect. The benefits of this shift go well beyond English-language communication skills.

"A very rich program, with encouraging results. I now have tools allowing me to make any kind of oral presentation. The courses are very dynamic, with an excellent balance between theoretical and practical information."

"Bravo! This program was perfectly suited to my professional needs. It was concrete, with a lot of practical exercises and feedback, all in a very pleasant and spacious venue. The small number of participants was an added bonus."

"There was a good deal of practical work and feedback, maximizing the benefits of the training. The instructor was excellent. I am now better at preparing for speeches, adapting to my audience, and giving convincing responses."

"A very good, very useful program. The quality of presentations improved rapidly, notably thanks to the deconstruction/reconstruction exercise and the 90-second pitch, which was pivotal in clearly identifying the key message."

"The binder we were given was very thorough and useful, I can easily find specific information I need in it."

"The program is based on extremely practical aspects of everyday work life. It is tailored to participants, who can immediately apply the lessons learned."

"The teaching was top quality. We learned how to prepare a speech in a few minutes using the right tools."

"I liked the feedback received after each exercise, there was a good balance between theoretical and practical."

"Through role playing, exchanges with other participants, the repetition of important phrases and the placement of key messages at the beginning and end, I now know how to construct presentations in a clear and structured way, while better body language and attitudes help me communicate better."

"The content was quite good and it was easy to move from point A to point B. We quickly became more confident and ready to tackle new challenges. The program was very well organized and paced."

"I especially liked the dynamic/active aspect of the program, the fact that we were actors. Our instructor was very experienced and perfectly mastered the techniques we covered."

"Giving an existing presentation after doing the work allowed us to see our progress and feel more confident and positive. Presentations become more impactful. The instructor shared her expertise with us in a calm, respectful, passionate way, and she listened to us. She was excellent!"

References

EnglishBooster works with companies in a wide range of sectors to help their people realize their full potential in English.



TERMS AND CONDITIONS

ARTICLE 1 – PREAMBLE

ENGLISHBOOSTER designs and provides training, support and coaching services in the form of individual sessions or group workshops, conferences and seminars that are open to the public or specific to companies, conducted either in person or remotely. ENGLISHBOOSTER's training, support and coaching services are intended for professionals seeking to enhance their communication, management and leadership skills in English. On occasion, ENGLISHBOOSTER may offer services for other languages.

These Terms and Conditions define the framework governing commercial and contractual relations between ENGLISHBOOSTER and its clients. Any order for ENGLISHBOOSTER services acknowledged in a written agreement constitutes acceptance of all conditions set forth herein. These conditions alone apply to the sale of services by ENGLISHBOOSTER.

- Training refers to any service designed to enhance the professional communication and/or behavioral skills of a person or group of persons based on teaching objectives set forth prior to the provision of the training services;
- Support and coaching refers to any service designed to advise and support a participant preparing for a specific event and/or to foster his or her personal development for the purpose of career advancement.
- Client refers to any natural or legal person that has signed a contract with ENGLISHBOOSTER for the provision of coaching, support or training services.
- Participant refers to any person or group of persons participating in training or coaching sessions offered by ENGLISHBOOSTER.

ARTICLE 2 – LIABILITY

ENGLISHBOOSTER holds a general liability insurance policy with BPCE IARD Chauray, BP 8410, 79024 Niort Cedex 09, policy number 194157026K. As a service provider, ENGLISHBOOSTER is subject only to a best efforts obligation. The client alone is responsible for the attendance of participants.

In accordance with the law of December 31st 1974, any personal injury sustained by participants during a training session is considered a workplace accident. Participants are nonetheless liable for any damages they may cause. Participants must comply with the internal rules of the premises where training, support or coaching sessions take place. ENGLISHBOOSTER accepts no responsibility for any loss or theft of or damages to the personal property of participants occurring on the premises where training, support or coaching sessions take place.

ARTICLE 3 – INVOICING & AGREEMENTS

For training services provided in application of book III of part VI of the French Labor Code pertaining to lifelong vocational training:

- The client can manage its own participation, in which case ENGLISHBOOSTER will send the client a training agreement, a program, an invoice and a certificate of completion at the end of the training program; or
- The client can ask a collecting body to finance part or all of a training program. In this case, the client must inform ENGLISHBOOSTER as soon as it returns the signed agreement, and agrees to secure approval from the collecting body before the start of the training program agreed to between the client and ENGLISHBOOSTER. Should the collecting body fail to pay for the services, the provisions included herein and the terms of the agreement between the parties shall apply, particularly the contractual obligations stipulated in article 5 of this document. In the event that the collecting body agrees to finance a program but subsequently fails to honor that commitment in full or in part, particularly if part or all of the training program could not be offered due to the client or participants, as described in article 5 of this document, the client agrees to pay all amounts owed to ENGLISHBOOSTER in accordance with the training agreement signed by the parties.

For support and coaching services, ENGLISHBOOSTER will provide the client with a service proposal, a quote and an invoice.

ARTICLE 4 – TEACHING METHODS AND TOOLS

ENGLISHBOOSTER ensures that its clients are trained, supported or coached by professional trainers, consultants and coaches who master training and/or coaching techniques and have extensive professional experience. ENGLISHBOOSTER also provides participants in its training, support or coaching sessions with materials including binders, emails and e-learning modules.

ARTICLE 5 – OBLIGATIONS OF THE PARTIES

For training services, once the client has accepted the service proposal and quote prepared by ENGLISHBOOSTER, ENGLISHBOOSTER will email a training agreement to the client. The client must return a signed and stamped copy of the training agreement to ENGLISHBOOSTER, on the understanding that the training program cannot begin until ENGLISHBOOSTER has received the signed copy of the training agreement. For support and coaching services, acceptance of the quote and service proposal provided to the client by ENGLISHBOOSTER constitutes a contract and acceptance of these Terms and Conditions. In the event that provisions not included herein or stipulated in the service proposal must be formalized in a contract, ENGLISHBOOSTER may email the client a service contract to be returned to ENGLISHBOOSTER, signed and stamped, before services are provided.

Prior to any training, support or coaching sessions, the client must provide ENGLISHBOOSTER with complete contact information for all participants.

Failure to complete a training, support or coaching program in part or in full attributable to ENGLISHBOOSTER will result in ENGLISHBOOSTER being required to refund to the client any funds received for those services.

Failure to complete a program in part or in full attributable to the client and/or a participant in the program (particularly an absence, for whatever reason) will result in the client being required to pay ENGLISHBOOSTER a contractual penalty to offset the economic damage caused to ENGLISHBOOSTER, in accordance with the provisions set out below. Where training programs are concerned, the said contractual penalty cannot under any circumstances be charged against the compulsory company contribution to funding continuous vocational training.

Inter-company (open) group sessions

The dates and times of inter-company group sessions (open to the public) cannot be modified. If a cancellation or postponement is requested by one or more participants:

- More than 30 days ahead of time, ENGLISHBOOSTER will only bill the client for processing and organizational fees, and will allow the participant(s) to enroll in the next inter-company session with availability;
- 30 to 15 days ahead of time, ENGLISHBOOSTER will charge 50% of the quoted cost, excluding tax;
- Less than 14 days ahead of time, ENGLISHBOOSTER will charge 100% of the quoted cost, excluding tax.

ENGLISHBOOSTER reserves the right to postpone or cancel inter-company sessions if enrolment targets are not met, and will inform the client of such as early as possible.

Intra-company group sessions

If a cancellation or postponement is requested:

- More than 30 days ahead of time, ENGLISHBOOSTER will only bill the client for processing and organizational fees, and will postpone the session until a future date agreed upon with the client.
- 30 to 15 days ahead of time, ENGLISHBOOSTER will charge 50% of the quoted cost, excluding tax.
- Less than 14 days ahead of time, ENGLISHBOOSTER will charge 100% of the quoted cost, excluding tax.

Individual sessions conducted in person or remotely

If a session cancellation or postponement is requested:

- More than 5 business days before the scheduled session date, ENGLISHBOOSTER will reschedule at no cost.
- 3, 4 or 5 business days before the scheduled session date, ENGLISHBOOSTER will charge 50% of the session cost, excluding tax, per the terms of the quote;
- Less than 3 business days before the scheduled session date, ENGLISHBOOSTER will charge 100% of the session cost, excluding tax, per the terms of the quote.

Extension of training, support or coaching programs. To allow ENGLISHBOOSTER to uphold its quality standards, the client agrees to adhere to the initial scheduled agreed upon with the participant(s). The initial program duration may be extended by up to 25%, in terms of weeks of training. Beyond that, all hours not used will be billed directly to the client and, if the programs are financed by a collecting body (OPCA), these hours cannot be refunded by that collecting body (OPCA), in accordance with the order of 30 June 2005.

Substitution. If a participant must withdraw from a training, support or coaching program early due to a case of force majeure, the client may, with ENGLISHBOOSTER's approval, have another person replace that participant. Are considered cases of force majeure all events that are external, unforeseeable and unavoidable and that force the participant to permanently interrupt the program being followed. ENGLISHBOOSTER may allow the training or coaching hours not used by one participant to be transferred to another participant, on the condition that the terms of the original agreement are respected (length of training or coaching program, dates, times, locations, content, etc.). In such cases, the client agrees to inform ENGLISHBOOSTER of substitutions as soon as possible and to notify the collecting body where appropriate.

Communication. All requests to cancel or postpone sessions must be sent to ENGLISHBOOSTER by letter or email. Requests submitted by email should be sent to operations@englishbooster.com. Requests to cancel or postpone individual sessions should also be submitted by email to the trainer or coach, whose contact information will have been provided to the participant, before the training, support or coaching session is scheduled.

ARTICLE 6 – RATES & PAYMENTS

The only rates applicable to training, support or coaching services are those stipulated in the quote and, where appropriate, in the training agreement or service contract sent by ENGLISHBOOSTER to the client. Rates indicated via any other means (email, website, brochure, etc.) are for information purposes only. When VAT applies, it is to be paid by the client. Any change in VAT rates after the program begins is to be covered by the client. ENGLISHBOOSTER creates a single invoice for all training, support and coaching services, specifying the terms of payment, notably the due date(s) and amount(s) due. Unless otherwise agreed by the parties, the terms of payment shall be as follows:

- For training programs lasting less than a month, a 50% down payment will be due when the training agreement is signed and the balance will be billed after the program completion date specified in the training agreement;
- For training programs lasting more than a month, a 30% down payment will be due when the training agreement is signed and one or more instalments will be due on a pro rata basis, with the understanding that the final payment must be made upon the program completion date specified in the training agreement.
- For support and coaching programs, the cost of all services provided must be paid when the order is placed.

Late payments will result in the application of penalties equal to three times the legal interest rate. In addition, any debt collection action ENGLISHBOOSTER initiates due to a late payment will result in a compensatory allowance of 60 euros excluding tax.

ARTICLE 7 – REFERENCES & TESTIMONIALS

The client authorizes ENGLISHBOOSTER to mention its name and use its logo when citing it as a reference in ENGLISHBOOSTER's communication and marketing materials. The use by ENGLISHBOOSTER of a participant's testimonial must be approved by the client in writing.

ARTICLE 8 – LOYALTY AGREEMENT

The client, and any subsidiaries and affiliates it may have, as well as participants in any training, support or coaching programs provided by ENGLISHBOOSTER, agree not to directly or indirectly employ those providing services on behalf of ENGLISHBOOSTER at any time during the program and for a period of three years after the last service provided by ENGLISHBOOSTER for the client or participant(s) under the program. Any breach of this agreement will result in the automatic payment of sixty thousand euros excluding tax per ENGLISHBOOSTER service provider to cover damages incurred by ENGLISHBOOSTER.

ARTICLE 10 – INTELLECTUAL PROPERTY

ENGLISHBOOSTER shall retain the property rights to all written and audiovisual materials provided to participants in electronic or paper form and used for the purposes of training, support or coaching programs. The client cannot reproduce or use these materials without express written consent from ENGLISHBOOSTER, with the understanding that ENGLISHBOOSTER may seek royalties if these materials are reproduced or used.

ARTICLE 11 – DISPUTES

Any disputes relating to the interpretation or implementation of these Terms and Conditions shall be subject to French law. If a dispute cannot be resolved amicably, it will be referred to the commercial court of Paris.