



Wits Language School

Expert Language Solutions

**ENGLISH COMMUNICATION
FOR PROFESSIONAL
DEVELOPMENT**

2017



CHANGING LIVES, OPENING DOORS

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



ENGLISH COMMUNICATION FOR PROFESSIONAL DEVELOPMENT PROGRAMMES

	GENERAL BUSINESS ENGLISH	ENGLISH FOR SPECIFIC PURPOSES (ESP) COURSES	CAREER READINESS PROGRAMME (NQF 5)	EXECUTIVE ENGLISH COMMUNICATION PROGRAMMES	
				COMMUNICATION FOR NEW MANAGERS (NQF 6)	COMMUNICATION FOR LEADERSHIP (NQF 7)
THE FOCUS	Business English courses provide you with the English communication skills required to effectively and confidently communicate in a professional setting.	ESP courses offer you an opportunity to explore specialist English language skills and concepts to succeed in your area of work or interest.	This programme is designed to develop the specialist English language knowledge and communication skills that job-seekers need to apply for and secure jobs. It is ideal for both working professionals and those new to the world of employment.	It is oriented towards new managers or managers growing from a technical specialist to a general management role.	It is aimed at decision makers responsible for leading organisations or significant units within organisations.
THE COURSES	<ul style="list-style-type: none"> - English Foundations, Part 1 and Part 2 (NQF 2). - English Fundamentals, Part 1 and Part 2 (NQF 3). - Communicative Grammar (NQF 4). - Business Writing (NQF 5). - Presentation Skills (NQF 5). - Report Writing for Executives (NQF 6). - English for Critical Thinking in Business Contexts (NQF 6). 	<ul style="list-style-type: none"> - English for Marketing (NQF 5). - English for Human Resources. - English for the Financial Sector (NQF 5). - English for Engineering (NQF 5). - English for Aviation (NQF 5). - English for Project Management (NQF 6). 	<ul style="list-style-type: none"> - Communicative Grammar. - Business Writing. - Presentation Skills. - English for Job Application and Interview Essentials. - English for Critical Thinking in Business Contexts. 	<ul style="list-style-type: none"> - Pre-requisite: English for Critical Thinking in Business Contexts. - Report Writing for Executives. - English for Negotiating. - Speaking for Business Contexts. - English for Project Management. 	<ul style="list-style-type: none"> - English for Change Management. - English for Strategic Thinking. - Cross-Cultural Business Communication. - English for Conflict Management. - Executive Speaking Essentials.
ENTRY REQUIREMENTS	<ul style="list-style-type: none"> - Minimum of 18 years of age. - No specific school or tertiary qualification is required. - All candidates must be literate and numerate. - All candidates are required to complete the pre-assessment (to determine the candidate's level of English proficiency) to ensure they enter the programme at an appropriate level. The pre-assessment is a one-hour written test. 	<ul style="list-style-type: none"> - Minimum of 18 years of age. - NQF Level 4 competence in English. - You may be required to complete a pre-assessment to determine your level of English proficiency. The pre-assessment is a one-hour written test. 	<ul style="list-style-type: none"> - Minimum of 18 years of age. - All candidates must be literate and numerate. - All candidates are required to complete the pre-assessment (to determine the candidate's level of English proficiency) to ensure they enter the programme at an appropriate level. The pre-assessment is a one-hour written test. 	<ul style="list-style-type: none"> - NQF Level 5/6 competence in English. - You may be required to complete a pre-assessment to determine your level of English proficiency. The pre-assessment is a one-hour written test. 	<ul style="list-style-type: none"> - NQF Level 5/6 competence in English. - You may be required to complete a pre-assessment to determine your level of English proficiency. The pre-assessment is a one-hour written test.
COURSE DURATION	<ul style="list-style-type: none"> - Each course consists of 40 contact hours and runs for 10 weeks every Saturday from 09h00 to 13h00. - The Communicative Grammar, Report Writing for Executives and English for Critical Thinking in Business Contexts courses consist of 50 contact hours and run for ten weeks every Saturday from 08h30 to 13h30. - The exam is written in the 11th week. 	<ul style="list-style-type: none"> - Each course consists of 40 contact hours. - Each course runs for 10 weeks every Saturday from 09h00 to 13h00. - The exam is written in the 11th week. 	<ul style="list-style-type: none"> - Each course consists of 40 contact hours. - Each course runs for 10 weeks every Saturday from 09h00 to 13h00. - The English for Critical Thinking in Business Contexts courses consist of 50 contact hours and run for ten weeks every Saturday from 08h30 to 13h30. - The exam is written in the 11th week. 	<ul style="list-style-type: none"> - Each course consists of 40 contact hours. - Each course runs for 10 weeks every Saturday from 09h00 to 13h00. - The Report Writing for Executives and English for Critical Thinking in Business Contexts courses consist of 50 contact hours and run for ten weeks every Saturday from 08h30 to 13h30. - The exam is written in the 11th week. 	<ul style="list-style-type: none"> - Each course consists of 40 contact hours. - Each course runs from Monday to Friday once a month from 09h00 to 16h00.

ENGLISH COMMUNICATION FOR PROFESSIONAL DEVELOPMENT PROGRAMMES

	GENERAL BUSINESS ENGLISH	ENGLISH FOR SPECIFIC PURPOSES (ESP) COURSES	CAREER READINESS PROGRAMME (NQF 5)	EXECUTIVE ENGLISH COMMUNICATION PROGRAMMES	
				COMMUNICATION FOR NEW MANAGERS (NQF 6)	COMMUNICATION FOR LEADERSHIP (NQF 7)
CERTIFICATION	Each course entitles you to a University of the Witwatersrand Short Course Certificate of Competence.	Each course entitles you to a University of the Witwatersrand Short Course Certificate of Competence.	Each course entitles you to a University of the Witwatersrand Short Course Certificate of Competence.	Each course entitles you to a University of the Witwatersrand Short Course Certificate of Competence.	Each course entitles you to a University of the Witwatersrand Short Course Certificate of Competence.
COURSE FEES	<ul style="list-style-type: none"> - Each 40-hour course is R5 200. - The 50-hour Communicative Grammar, Report Writing for Executives and English for Critical Thinking in Business Contexts courses are R6 200 each. 	Each 40-hour course is R6 900.	<ul style="list-style-type: none"> - The English for Critical Thinking in Business Contexts is R6 200. - The remaining courses are R5 200 each. 	<ul style="list-style-type: none"> - Each 40-hour course is R6 900. - The Report Writing for Executives and English for Critical Thinking in Business Contexts courses are R6 200 each. 	Each 40-hour course is R12 900.
THE IMPACT ON THE INDIVIDUAL	<ul style="list-style-type: none"> - Acquire greater written and oral fluency in business situations. - Attain a higher level of confidence in your ability to conduct business in English. - Progress faster and further in your career. 	<ul style="list-style-type: none"> - Navigate and access the specific vocabularies of your company, industry and functional area and understand how to employ such vocabulary in specific business situations. - Convert technical knowledge into compelling presentations and reports. 	<ul style="list-style-type: none"> - Differentiate yourself in the employment market. - Seek and gain employment opportunities your competitors do not have the skills for. 	<ul style="list-style-type: none"> - Acquire key management communication skills. - Enhance your ability to set priorities, delegate tasks, manage resources and help drive team productivity. 	<ul style="list-style-type: none"> - Refine your ability to communicate strategically. - Improve your ability to garner support for the company vision. - Enhance the understanding and use of nuance and complexity in business situations and the ability to materially contribute to discussions related to business problems, analyses and solutions.
THE IMPACT ON THE ORGANISATION	<ul style="list-style-type: none"> - Improve productivity. - Increase employee engagement. - Improve customer service. - Enhance professional images for both employers and companies. 	<ul style="list-style-type: none"> - Equip talent with the skills and capabilities to effectively deliver their own KPIs in a way that contributes towards the performance of their teams, departments and overall organisational aims. 	<ul style="list-style-type: none"> - Transform graduates into employees who can think critically, communicate clearly, and solve complex problems. 	<ul style="list-style-type: none"> - Give high potential talent the skills they need to develop in line with the organisation's overall objectives, bringing them up to speed with the capabilities they need for the next stage in their career. - Increase retention of hard-to-fill senior positions, both functional and cross-functional, by preparing participants to take on new responsibilities. 	<ul style="list-style-type: none"> - Accelerate readiness for leadership positions. - Ensure greater retention of high-potential leaders. - Drive results throughout the organisation.

CORPORATE TRAINING

Developing your Future

Working in the global market means having globally literate staff. As companies develop their local and overseas markets, they need to ensure that their staff are capable of meeting the challenges of conducting business. While our corporate training focuses on individuals, our aim is to develop the overall capacity of the corporate world's number one asset – its staff. By targeting individual skill deficiencies, upskilling new graduates and reskilling existing staff, we can help you to address the future needs of your business and stay ahead of the pack.

BUILDING CAPACITY

Our corporate training provides English communication skills that can be applied to real world workplaces. Participants develop global leadership skills and competencies that enable them to lead development and expansion into local and overseas markets. They also develop cross-cultural understanding, diversity in thinking and the ability to adapt to different work environments.

Effective communication strengthens the connections between a company and all of its stakeholders and benefits businesses in numerous ways:

- Stronger decision making and faster problem solving
- Increased productivity and steadier workflow
- Stronger business relationships
- Clearer and more persuasive marketing messages
- Enhanced professional images for both employers and companies
- Lower employee turnover and higher employee satisfaction
- Better financial results and higher return for investors

MEETING YOUR NEEDS - CUSTOMISED PROGRAMMES

Customised programmes are tailored group courses developed especially for organisations, government and corporate clients to meet their specific communication and professional goals.

We understand that each organisation is unique and we work in partnership with you to deliver solutions to your particular needs. We can tailor existing courses or develop a fully-customised corporate programme to include:

- Conducting a comprehensive training needs analysis
- Clarifying key learning outcomes
- Developing a training programme in consultation with key stakeholders
- Conducting a pilot programme
- Programme evaluation and follow-up

Benefits to organisations, government and corporate clients:

- Cost savings - For groups of 10 or more participants, it is an extremely cost-effective and time-efficient way of developing your staff
- Convenience - We can present our courses at your premises, our venue or an alternative location at a time of your choosing
- Relevance - Off-the-shelf content can be tailored to suit your organisation. Your staff will benefit from both your and our individual attention
- Quality - you'll experience the same quality of content and presenter you've come to expect from our public courses
- Follow up - we provide a report on participants' feedback, ensuring you have a record of the success of the training

PROGRAMME DURATION

Course dates and durations are flexible and can be arranged to suit your needs. A programme can range from one week to three months.

PROGRAMME COST

The fee will depend on the nature of the programme. We provide a customised quote once your needs have been identified.

TAKE THE LEAD

Contact us now to discuss how we can meet your organisation's needs: wls@wits.ac.za or 011 717 4206.



ONE-ON-ONE LANGUAGE TRAINING

This personalised programme is designed to enhance your performance in the English language. You will learn with highly-qualified and experienced facilitators in a one-on-one framework tailored to your specific needs. Through an initial intensive, targeted needs analysis and consultation, facilitators will assess your individual requirements and develop a training programme aimed at helping you to meet your professional goals. Expect to enhance your communication competencies via energetic discussion and debate, critical reflection and intensive feedback from your facilitator.

DURATION OF COURSE

You and your facilitator will devise a personal plan based on your needs.

COACHING VENUE

Sessions are held at Wits Language School in Johannesburg or at your place of work.

FEES

A single lesson is R430 per hour.

The needs analysis is R500.

If the sessions are held at your place of work, travel expenses will be incurred.

HOW TO APPLY

STEP 1: CHOOSE YOUR COURSE OR PROGRAMME

Use this information in the brochure and on our website to choose the course that's right for you.

STEP 2: APPLY

You can apply online at:
<http://www.witslanguageschool.com/Courses/CommunicationforProfessionalDevelopment/Register.aspx>
 You need to attach a copy of your ID with your application.

STEP 3: PAY YOUR FEES

The course fee must be paid before the course starts.
 You can pay your fees by EFT, credit card or debit card.
 If you pay by EFT, email your proof of payment to wls@wits.ac.za.
 If you are going to be sponsored by your employer, you must ensure that the fees are paid before the course starts.

STEP 4: WRITE THE PRE-ASSESSMENT (if required to do so)

You can write the pre-assessment at Wits Language School from Monday to Friday between 08h00 and 16h00 and on Saturday between 08h00 and 12h00. The pre-assessment takes one hour to complete. Bring the following documents with you:

- Copy of your ID/passport (if you have not emailed it)
- Proof of payment if payment is made by EFT

STEP 5: NOTIFICATION OF PRE-ASSESSMENT RESULT

You will be notified by email, in which course you have been placed, within 3 days of writing the pre-assessment.

2017 COURSE DATES AND FEES

PROGRAMMES	START DATE	END DATE	EXAM DATE	FEES
ENGLISH FOR SPECIFIC PURPOSES COURSES				
English for Marketing	04 MARCH	08 APRIL	22 APRIL	R6 900
English for Negotiating	04 MARCH	08 APRIL	22 APRIL	R6 900
Speaking for Business Contexts	04 MARCH	08 APRIL	22 APRIL	R5 200
	05 AUGUST	14 OCTOBER	21 OCTOBER	
English for Job Applications and Interview Essentials	04 MARCH	08 APRIL	22 APRIL	R6 900
English for Project Management	05 AUGUST	14 OCTOBER	21 OCTOBER	R6 900
English for the Financial Sector	05 AUGUST	14 OCTOBER	21 OCTOBER	R6 900
English for Human Resources	05 AUGUST	14 OCTOBER	21 OCTOBER	R6 900

2017 COURSE DATES AND FEES

PROGRAMMES	START DATE	END DATE	EXAM DATE	FEES
GENERAL BUSINESS ENGLISH COURSES				
English Foundations, Part 1	28 JANUARY	01 APRIL	08 APRIL	R5 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
English Foundations, Part 2	28 JANUARY	01 APRIL	08 APRIL	R5 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
English Fundamentals, Part 1	28 JANUARY	01 APRIL	08 APRIL	R5 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
English Fundamentals, Part 2	28 JANUARY	01 APRIL	08 APRIL	R5 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
Communicative Grammar	28 JANUARY	01 APRIL	08 APRIL	R6 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
Business Writing	28 JANUARY	01 APRIL	08 APRIL	R5 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
Presentation Skills	28 JANUARY	01 APRIL	08 APRIL	R5 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
Report Writing for Executives	28 JANUARY	01 APRIL	08 APRIL	R6 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
English for Critical Thinking in Business Contexts	28 JANUARY	01 APRIL	08 APRIL	R6 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	

2017 COURSE DATES AND FEES

PROGRAMMES	START DATE	END DATE	EXAM DATE	FEES
COMMUNICATION FOR NEW MANAGERS PROGRAMME				
English for Critical Thinking in Business Contexts	28 JANUARY	01 APRIL	08 APRIL	R6 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
Report Writing for Executives	28 JANUARY	01 APRIL	08 APRIL	R6 200
	06 MAY	15 JULY	22 JULY	
	02 SEPTEMBER	11 NOVEMBER	18 NOVEMBER	
English for Negotiating	04 MARCH	08 APRIL	22 APRIL	R6 900
Speaking for Business Contexts	04 MARCH	08 APRIL	22 APRIL	R5 200
	05 AUGUST	14 OCTOBER	21 OCTOBER	
English for Project Management	05 AUGUST	14 OCTOBER	21 OCTOBER	R6 900

COMMUNICATION FOR LEADERSHIP PROGRAMME

English for Strategic Thinking	15 MAY	19 MAY	27 MAY	R12 900
English for Conflict Management	19 JUNE	23 JUNE	01 JULY	R12 900
Cross-Cultural Business Communication	17 JULY	21 JULY	29 JULY	R12 900
Executive Speaking Essentials	14 AUGUST	18 AUGUST	26 AUGUST	R12 900
English for Change Management	18 SEPTEMBER	22 SEPTEMBER	30 SEPTEMBER	R12 900

UNIT CONTACT DETAILS

MARIA SESING

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