



COPRORATE ENGLISH BASICS DIALOGUES AND IDIOMS

5 - HUMAN RESOURCES & TRAINING – Preparing for a training session

Speaker (Tobias): Ladies and Gentlemen, welcome to this **training presentation**! My name is Tobias MENDY. Today we **are going to** discuss how to deliver dynamic and professional presentations. First of all, while going through your **room equipment** check-list, you need to ensure **the availability** of all necessary technical material (means) and **training tools**. What is the first training tool coming to mind at that **stage**?

Audience: Well, a **training room** could do ...!

Speaker (Tobias): Indeed yes, you should **arrange for** a room or facility to **accommodate** your trainees at a convenient and accessible **location**. Any **hardship** such as parking difficulty, distance from the nearest **public transportation** station should be **avoided**. Make sure the chosen room also **remains** accessible to those with limited mobility. All **conveniences** such as readily accessible restrooms, snacks, lunch accommodation, will **ensure** that participants return on time after **breaks** or lunch. Also check, **lighting**, **seating**, possible room **obstructions** with posts or pillars as well as room temperature ...Are you thinking of anything else?

Audience: Well, a **PC Projector** and a **screen** ...?

Speaker (Tobias): Of course, that makes sense, a PC projector or an **overhead projector** with **overhead transparencies** (OHTs). What else do you need in your room?

Audience: Something to **write** on?

Speaker (Tobias): : Indeed yes, you need to have a flipchart or a **whiteboard** and color markers, as you surely will have to go into details, illustrate with a **scheme**, a **diagram**, a **chart** ...Your trainees should also get a **paper pad** or **blank sheets** of paper for **note-taking**. What else could the trainer need?

Audience: a microphone and **loudspeakers**?

Speaker (Tobias): You are right, one should always ensure an optimal sound quality, not too high, not too low. You can request **technical assistance** from the **venue's** help desk for connecting devices, voice adjustment **purposes**.

What else should the trainer ensure?

a training presentation (n.) : une présentation de formation

a check-list (n.) : une liste de point à vérifier

a training tool (n.) : un outil de formation

a stage (n.) : une étape, une scène, un podium

a hardship (n.) : une difficulté

a post (n.) : un poteau

a pc projector (n.) : un projecteur video

a overhead projector (n.) : un rétroprojecteur

overhead transparencies – OHTs : des transparents

a flipchart (n.) : un tableau de papier

a whiteboard (n.) : un tableau blanc

a colour marker (n.) : un feutre de couleur

a technical assistance (n.) : une assistance technique

a scheme, a chart(n.) : un schéma, un tableau

a trainee (n.) : un stagiaire

a paper pad (n.) : bloc-note

a helpdesk (n.) : un service d'assistance

a training content (n.) : un contenu de formation

the audience (n.) : le public

the availability (n.) : la disponibilité

the conveniences (n.pl) : les commodités

the snacks (n.pl) : les collations, les en-cas

a break (n.) : une pause

the lighting (n.) : l'éclairage

the seating (n.sg) : les places assises

the obstructions (n.pl) : les obstacles

the venue (n.) : le lieu d'un événement

the location, the place (n.) : le lieu (géo)

the trust (n.) : la confiance

the training rundown (n.) : le déroulé de formation

the technical content (n.) : le contenu technique

the affect dimension (n.) : la dimension affective

to deliver (v.) : livrer, remettre, présenter

to discuss (v.) : discuter

to accommodate (v.) : installer, recevoir, héberger

to avoid (BV+ING) (v.) : éviter de + action

to remain (v.) : rester

to ensure (v.) : (s') assurer (de), garantir

to stress (v.) : souligner

to arrange for (v.) :

to go into details (v.) : Détailler

to illustrate (v.) : illustrer

to request (v.) : demander

to convey (v.) : transmettre, communiquer

to underestimate (v.) : sous-estimer

to contradict (v.) contredire



HYPNO**LANGUE**
Learn english faster & easier

Audience: Thorough preparation of training contents and tools?

Speaker (Tobias):: thank you for **stressing** the quality of the **content** – the trainer must indeed be well prepared checking the **4Ws: When, Where, What, Who** and adapt power point presentation and training **tools accordingly**.

He or she must rapidly **convey** the impression of being **competent** enough and establish **trust** among the audience.

Moreover and not least, he or she should never **underestimate** the **affect dimension** of learning: remain **sympathetic** and **accessible**, avoid putting both psychological and physical distance from the **Audience....** and ...never say "no" or **contradict** too openly your trainees... Any other suggestion? ...No, well then this first part is now over, **let's get on** now **with** the training content rundown and rhythm

accessible (adj.) : accessible

convenient (adj.): pratique

high/low (adj.): haut/bas, fort/faible

thorough (adj.): complete, optimal

sympathetic (adj.): sympathique, agréable

competent, skilled(adj.): compétent, qualifié

Moreover, besides (conj.): de plus

Accordingly (adv.): en fonction

Welcome to...(exp.): bienvenue à ...

let's get on with(exp.) : passons à