



FIRST ever IATEFL BESIG SATELLITE EVENT

BESIG →

**19 November 2011
Montevideo-Uruguay**



Almut
Koester



Mercedes
Viola



Fernando
Cid



Steve
Flinders



Alison
Hail



David
Bonamy



Kees
Garman



**18-20 November 2011
Dubrovnik, Croatia**



24th IATEFL BESIG Annual Conference

BESIG SATELLITE EVENT – Montevideo, Uruguay

Saturday, 19 November – Colegio y Liceo San Juan Bautista – Cavia 2830

7:30 to 8:00

Registration opens

8:00 to 9:00

Title: "Doing decision-making: Using real meetings for Business English training."

Speakers: Dr Almut Koester

Presentation type: teaching business skills

Presentation style: workshop- live-streamed from Dubrovnik

Audience: mixed

Summary:

Most Business English learners want to learn how to *do* business in English, for example participate in meetings and engage in decision-making. But when authentic texts are used in Business English materials, they are often language *about* business, e.g. texts/interviews from the business media. By using and adapting real business meetings, learners can be exposed to the language and strategies used by experienced business people. This workshop draws on two data sets of real meetings: 1) meetings from a range of companies (the 1-million-word CANBEC Corpus), 2) 60 hours of meetings from one organization. Focusing on decision-making, we will first show how meeting participants use language strategically to raise problems, propose solutions, advance positions and negotiate decisions. Workshop participants will then try out and discuss new teaching materials (including examples from a new Business English course) designed to help learners acquire the skills to engage successfully in meetings involving decision-making.

Biographical information:

Almut Koester is Senior Lecturer at the University of Birmingham and has a PhD in Applied Linguistics from the University of Nottingham. With years' experience as a teacher/teacher trainer in Business English, she has given talks and held workshops for teachers around the world. She is author of three books, including *Workplace Discourse* (2010), and writes a regular column on 'Authentic English' for *Business Spotlight*.

9:10 to 9:40

Title: "Delivering workshops to our clients – a way of enhancing their learning experience."

Speaker: Mercedes Viola

Presentation type: new trends in business - live-streamed from Uruguay to Dubrovnik

Presentation style: general presentation

Audience: mixed

Summary:

We can say that a workshop is a method of organizing the teaching-learning process that resembles our clients' daily working reality. Participants meet to solve or work out a common problem or project with people from different fields, business units or regions.

A workshop is a cooperative learning activity where each participant socially builds knowledge and values, develops skills and attitudes based on their own needs, wants and experiences.

In this talk we will look at and discuss why workshops are a way of improving the language learning experience of our clients and how we can design and implement them.

Biographical information:

Mercedes Viola lives in Uruguay, together with her husband and three kids.

She holds a degree from the Universidad de la Republica Oriental del Uruguay and is currently taking an MA in TESOL. She has been running an English institute for 20 years. She is in charge of designing and implementing business English learning experiences for government-owned organizations, universities and many well-known global companies such as Microsoft, HP, American Express, McDonalds, Deloitte, John Deere and MasterCard. She designs materials for business English clients and trains new teachers on business English.

She is a writer for the Teaching English site of the British Council and a member of the BESIG Online Team.



9:40 to 9:50

Transatlantic discussion

Exchange opinions between audience in Uruguay and audience in Dubrovnik

Local Speaker

10:00 to 10:30

Title: Time Management, the Cure for Procrastination and Stress

Speaker: Prof. Fernando Cid

Presentation type: Professional development

Presentation style: Workshop

Audience: Mixed

Summary:

Whether you're consciously interested or not about the matter, probably you are aware of the need to know how to manage time effectively. You also probably know- chances are out of painful personal experience- that poor time management can contribute to a wide range of stress-related problems. Whether you do most of your teaching in a structured environment or you're self-employed you surely know that it takes much more than a good teacher to become a good professional and that your capacity to become responsible for organizing yourself and your time effectively and efficiently might contribute not only to bridging that gap but also, and ideally, generating income for the institution you work for, yourself or both. This presentation aims at helping teachers to analyze more effectively their own personal time management needs and requirements and provide them with some practical tools and strategies to put procrastination and stress behind.

Biographical information:

Fernando starts his career as educator in 1993 teaching Spanish in the renowned Preparatory Tilton School (Tilton, New Hampshire, US). Upon return, he joins the Anglo's teaching staff both as a regular course teacher and In Company trainer, teaching mostly advanced courses for senior managerial staff in companies of the likes of AIG/Chartis, KPMG, Aventis Pharma, Aerolíneas Uruguayas, BSE, Kimberly Clark, UNESCO and Salus/Danone, among others; In 1999 he becomes test designer for the Anglo's Academic Department. Towards the end of 2005 he gets appointed as Head of In Company Training with the Anglo, position that he holds until now. Fernando has also been Oral Examiner for the University of Cambridge for almost 13 years now and has extended experience as a presenter and lecturer.

10:30 to 11:00

Coffee break and exhibitions

11:00 to 11:45

Title: "Influencing."

Speaker: Steve Flinders

Presentation type: teaching business skills

Presentation style: commercial/material presentation- live-streamed from Dubrovnik

Audience: mixed

Summary:

Effective international managers understand the importance of mastering a range of generic communication skills for building relationships, giving feedback, managing conflict, and so on. Influencing others is one of these skills that more and more business people need to exercise – because companies are flatter and more democratic, or because project leaders and managers in matrix organisations do not have direct authority over the people they lead, or because communication is virtual and authority is more difficult to exercise directly, or for any of a number of other reasons. People working internationally face additional challenges when they have to influence others from different national, functional and professional cultures. In this mildly interactive presentation, I shall look at what influencing is, and why it is important; at the language of influencing; and at how we can help our students (and ourselves) to learn how to influence others more effectively.



Biographical information:

Steve Flinders is a director of York Associates, a training, coaching and publishing organisation based in York, England whose mission is to develop people for their international roles. The company develops its clients' skills in five main areas: language, communication, intercultural, interpersonal, and teamwork and leadership. Training is delivered both at its training centre in York and worldwide.

Steve has lived and worked in the UK, France, Ireland, Sweden and Pakistan. His job now involves co-managing the company, delivering international training and coaching mainly across Europe, marketing in France and Scandinavia, and writing. He has a special interest in international HR and trade union communication and is the author of a number of books for people working internationally.

12:05 to 12:50

Title: "Shall we Coach? Coaching or 1:1 Teaching, That Is The Question."

Speaker: Alison Hail

Presentation type: methodology- live-streamed from Dubrovnik

Presentation style: workshop

Audience: experienced teachers

Summary:

Coaching is sexy. At least it seems so from the number of Business English teachers and providers who now claim to offer "coaching". Is this just marketing or is there a widespread misunderstanding of what professional coaching is? This workshop will answer these questions, look at the methodological differences between professional coaching and language teaching, and suggest some coaching ideas for participants to use in Business English courses. Case-studies, stories and examples of both Business English teaching and Executive Coaching will be used to illustrate. Participants will have an opportunity to practise using the ideas and discuss how they could adapt them in their own work.

Biographical information:

Alison Hail is a communication specialist, executive coach, trainer and author of "The S-Factor A Coaching Handbook". MD and founder of Oxford Professional Consulting, helping international companies get better results from their managers and leaders, in the UK and internationally. She has over 30 years' experience in international communication and has built up a network of specialist coaches and trainers. She started her career in TEFL, later specialised in Business English teaching (12 years) and for 5 years was a BESIG committee member. Now she works in management coaching and training, currently an executive coach for clients in New York, Sweden and London. She has an MA Hons in Hispanic Studies, a post-graduate MA in Applied Linguistics, a PGCE TEFL, and three coaching qualifications.

12:50 to 13:25

Lunch Break and Exhibition

13:25 to 14:10

Title: "Go with the Flow! Just-in-time language input for communicative tasks."

Speaker: David Bonamy

Presentation type: ESP

Presentation style: workshop- live-streamed from Dubrovnik

Audience: mixed

On behalf of: Pearson

Summary:

Communicative tasks that reflect the real world and flow naturally from problem to solution can motivate and (on a good day) totally absorb the ESP learner. But what happens when the focus has to shift from task to language and back again? How can we maintain the flow of the task while teaching the necessary language? One solution is to supply minimal, need-to-know language input "just in time" for the task. The author of the four-level course Technical English (Pearson) will demonstrate this and other approaches with examples from the newly published B1 – C1 levels of the course.

Biographical information:

David Bonamy has over thirty years' teaching and training experience in EOP and EAP, with a special interest in technical and vocational English. David worked for the British Council for eleven years as an ESP consultant in Indonesia and Egypt. He was also head of English language training at Kuwait Airways, and on the management team at Singapore Polytechnic, where he taught communication skills to engineering and business students, and provided ESP training for corporate clients. He is author of the four-level course book *Technical English*, series editor of the *Vocational English* series, and joint author of *English for the Oil Industry*, all published by Pearson UK.

14:10 to 14:30

Coffee break and exhibitions

14:30 to 15:30

Title: "Power in PowerPoint: Creative uses for PPT in the BE classroom."

Speaker: Kees Garman

Presentation type: teaching with technology and media

Presentation style: workshop- live-streamed from Dubrovnik

Audience: mixed

Summary:

PowerPoint is often the deserved target of scorn and criticism for the dull, lifeless and even distracting ways it gets used during business proceedings. Similarly, PowerPoint and related software applications are far more rarely employed as a valuable learning tool than otherwise could be the case. In this exciting age of 'online mania', there are yet a variety of practical and tantalising learning applications in the 'grounded world' of PowerPoint, Keynote, and other similar presentation design programmes.

This workshop will invite participants to consider ways that PowerPoint, etc, can add to and enhance the learning experience. Several examples using PowerPoint to increase learner enjoyment and promote engagement with the material will be presented. In addition, workshop attendees will receive free digital samples, as well as digital templates they can adapt to fit their own training and coaching settings.

Biographical information:

Kees Garman coaches top-level business professionals in effective communication skills for international meetings, presentations and negotiations. He has run many seminars and training sessions over the past fifteen years for large firms like Siemens, Bosch, Allianz, ING Bank and Airbus. He was featured in Mark Powell's 'bestselling' *Dynamic Presentations*.

15:30 to 16:00

Closing Ceremony and raffle