

Package Your Brilliance™

Integrated

Communication Course

For Foreign-Born Professionals

5 sessions

1. **Package Your Brilliance™:** Build communication skills one block at a time

General session building awareness of the key communication issues critical to successful advancement in the American workplace, including self-promotion, overcoming stereotyping, word usage, and stages of the learning curve. Provides selected tips and techniques for effective communication.

2. **Accent Makeover:** Avoid mistakes international professionals make 90% of the time. Improve speech clarity and turn your accent into an asset

Participants will learn the characteristics of an accent and the components of clear speech. This session covers seven typical mistakes common to the majority of non-native speakers. It provides tips for overcoming these mistakes. In addition, participants will brush up on the most challenging consonants, vowels and diphthongs, word stress, and more. Information on speech habits for selected nationalities will be provided.

3. **Executive Vocabulary:** Build a powerful vocabulary focused on your professional success.

Part I. The three most important words every executive should know and use. Words and phrases to use and to avoid with your boss and colleagues, including 23 words that convey power, benefits and value working together and 36 words to stay away from. Words and phrases to use and to avoid when declining an assignment, negotiating a raise or asking for a promotion. Non-verbal vocabulary.

Part II Ameri\$peak: Most frequent idioms, acronyms, phrasal verbs you need to know to communicate effectively in the American business. Small but important words: prepositions.

4. **Top Networking Tips:** Build your network before you need it – to connect with colleagues, management, mentors and sponsors for professional success

Four steps to effective networking. Brand components and managing your brand. Company culture and what should you learn about it. Mentorship and sponsorship and networking. How to find and approach mentors and sponsors. How to earn senior level sponsorship. Networking basics, including small talk and working the room.

5. **Make Your Point:** Top tips for effective presentations, including speaking on your feet and present to non-technical audiences

Eight steps to effective presentations with emphasis on presenting to non-technical audiences. Overcoming the fear of public speaking. Avoiding the details trap. Simplifying your language: know the audience and speak their language. Brushing up on delivery techniques and mastering fine points of delivery. Tips for thinking on your feet. Proposal and technical briefing.



www.SucceedinAmerica.com

Succeed-in-America books and programs are designed by Dr. Nara Venditti, a nationally recognized educator, author and coach who brings first hand experience to help foreign-born and multicultural professionals equip themselves with tools to master powerful communication skills and overcome communication challenges to succeed in the American workplace.

Our two recent books [Ameri\\$peak](#) and [How to Get a Job n the USA](#) are jam-packed with tips, strategies and techniques that will empower participants with information and skills to become skillful communicators and enable them to find employment and facilitate advancement in their careers.

"The best aspect about the program was that Nara had experience in dealing with international professionals and she understands the key issues in English communication for foreign-born people."

- Dr. Nikhil Jalani, native of India, scientist