

# COMPANY COURSES

- Subject-specific
- Basic training
- **Directly in the company**



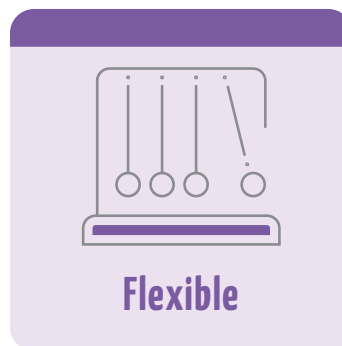
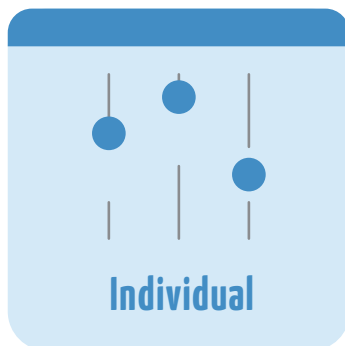
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# WELCOME TO FLYING TEACHERS, YOUR RELIABLE PARTNER FOR LANGUAGES AND PROFESSIONAL TRAINING

We understand language as the basis for professional and personal development. That's why, as an innovative language school, we specialise in in-house and industry-specific language and business courses.

## Our cornerstones – 100 % individual and maximum flexibility



## What we offer:

- Flexible teaching formats: Face-to-face, hybrid or online courses
- Customised company courses
- Exam centre with globally recognised certificates
- Various modular courses
- Innovative and modern online learning courses and IT tools
- Digital homework platforms for self-study
- Professionally trained and experienced teachers

**Our courses are goal-oriented and adapted individually to your learning path. Face-to-face, hybrid or online courses. You decide how you learn best.**

# WHY FLYING TEACHERS?

## Over 25 years of experience

Through professional needs analyses and a large pool of education specialists, we offer you exactly what you need for your continuing education.

## Flexibility and individualization

Our focus is always on tailor-made learning programmes and courses with maximum flexibility.

## High quality standards

Our teachers are trained and taught according to the standards of the "Quality and Best Practice" certificate.

## Blended learning approach

Hybrid, face-to-face or online – all courses can be combined at any time.

## Recognized examination centre

We hold numerous certifications and quality awards and carry out recognised language examinations.

## Single Point of Contact

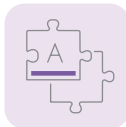
You benefit from a contact person who personally takes care of your concerns and coordinates the administrative processes for you – unbureaucratic and goal-oriented.



# SMART CONCEPT

## Our teaching concept: "Integrated Learning"

The Flying Teachers teaching concept consists of 3 coordinated modules. This enables learners to combine learning content and learning methods.



### Basic course

Vocabulary and grammar



### E-learning

For flexible support of the learning process



### Business modules

Specialised language teaching: banking, insurance, commerce, production etc.

# INDUSTRY-SPECIFIC LANGUAGE OFFERS

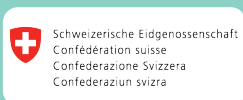
**Tailor-made language courses for all industries and topics:  
Learn industry-specific language and increase your success.**

- Medicine and paramedics
- Hotel, gastronomy and tourism
- Banks and insurance
- Finance and economy
- IT industry
- Politics and law
- Humanities and social sciences
- Technology
- Websites and media
- Advertising industry
- Construction/civil engineering
- Telecommunications
- Retail trade
- Production and logistics
- Architecture
- Sales
- Call centre
- Customs/police
- Transport companies/rail transport
- Marketing
- Accounting/controlling
- Aviation
- Human resources



## REFERENCES

Flying Teachers works successfully with the largest companies in Switzerland.  
Over 96 % of our customers are satisfied and recommend us!



# BUSINESS ENGLISH

## COURSE 1: BASICS OF BUSINESS COMMUNICATION

### Improve your professional communication skills

This course covers the most important basics of business communication in English – ideal for anyone who works internationally. Also suitable for preparing for the TELC Business exams. The content is taught using speaking and listening comprehension exercises.

**Focus: Spoken fluency and accuracy.**

**Language level: A2–B2**

## COURSE 2: ENGLISH FOR CUSTOMER SERVICE

### Speaking to clients with confidence

This course specialises in communicating with clients in English – face-to-face, by phone and in writing. You will learn to understand and respond appropriately to your clients' most common concerns. The content is taught through speaking and listening comprehension exercises.

**Focus: Spoken fluency and accuracy.**

**Language level: B2–C1**

## COURSE 3: BUSINESS CORRESPONDENCE

### Improve your written communication

This course is aimed at anyone who wants to professionalise and stylistically refine their business e-mail correspondence in English.

**Focus: Written communication and accuracy.**

**Language level: A2–B2**

## COURSE 4: ENGLISH FOR HEALTH INSURERS

### Sensitive customer advice in perfect English

Advising clients in the health care sector is highly demanding and requires accurate and clear communication. This course is aimed specifically at customer advisors in health insurance companies.

**Focus: Customer advice by telephone, in writing or in person.**

**Language level: B1-B2**


## COURSE 5: INSURANCE ENGLISH

### Customer advisory service for insurance employees

Clear communication is the basis for successful customer advice. This language course looks at the correct vocabulary and phrases for the insurance industry.

**Focus: Advising English-speaking clients at the highest professional level – by telephone, in writing and in person.**

 English

 Online or face-to-face teaching

Price upon request



# DEUTSCH AM ARBEITSPLATZ

## COURSE 1: FIRST STEPS TOWARDS A JOB IN SWITZERLAND

### Preparation for application documents and job interview in Switzerland for foreign speakers

This course teaches all the skills you need as a foreign-language speaker for a successful search and integration in the Swiss working world. Increase your chances by submitting correct application documents and be convincing in the job interview!

**Focus: Application documents and job interview in Switzerland.**

**Language level: A2–B2**

## COURSE 2: BYE-BYE APPLICATION JUNGLE – HELLO DREAM JOB!

### Job application training course for native speakers

Our coaches will help you to finally land your dream job. You will learn specifically how to optimise your documents and stand out positively in job interviews.

**Focus: Job application training for native speakers.**

**Language level: C2**



### COURSE 3: BUSINESS GERMAN FOR FOREIGN LANGUAGE SPEAKERS

#### German communication for everyday working life

Learn how to express yourself professionally in German on the telephone, take part in meetings, write presentations and minutes and conduct business correspondence with superiors, employees and customers.

**Focus: Listening comprehension, reading comprehension, conversation, writing in German in everyday working life.**

**Language level: B1-C1**

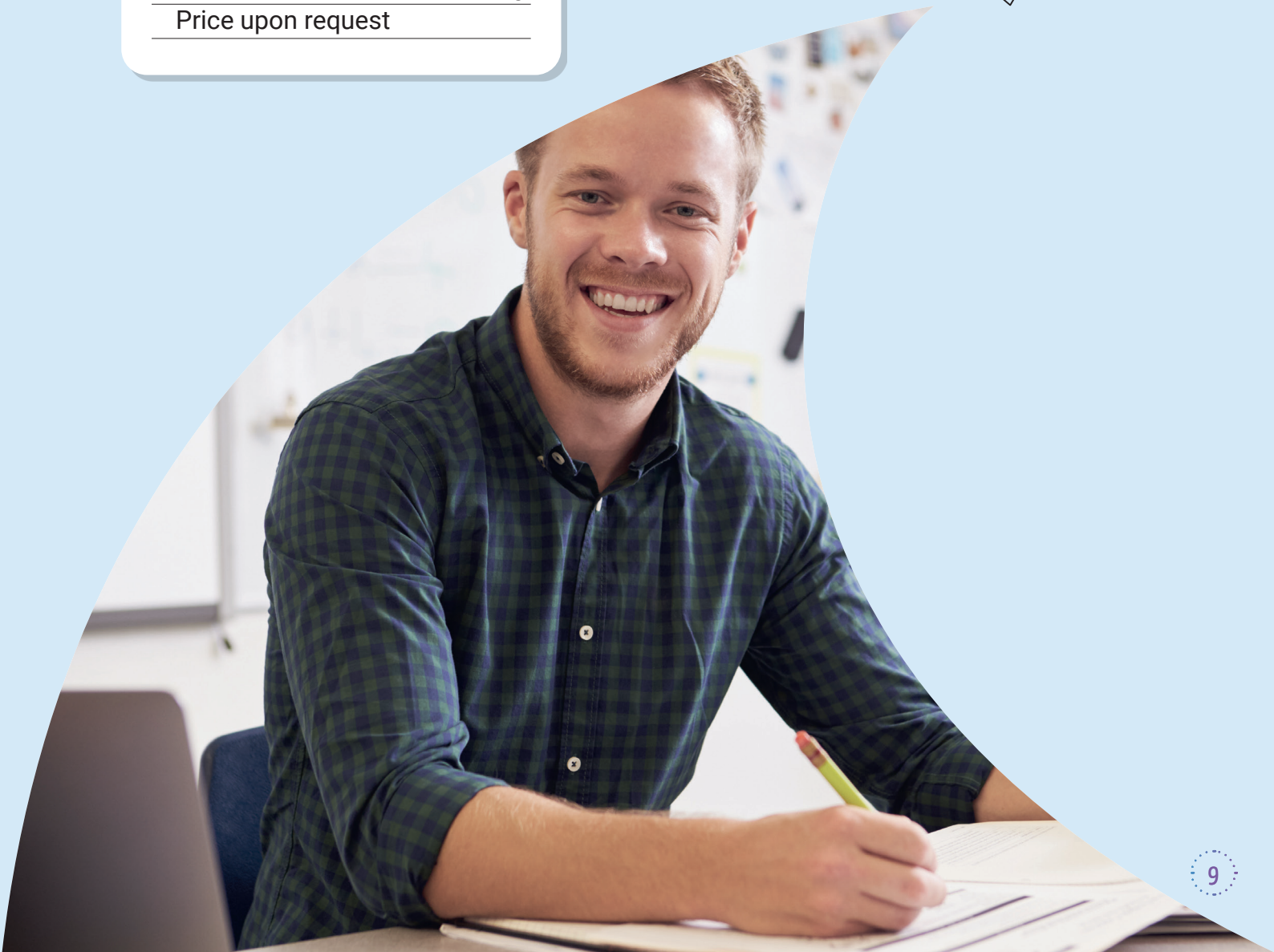


German



Online or face-to-face teaching

Price upon request



# FRANÇAIS D'AFFAIRES

## COURSE 1: BUSINESS FRENCH ON THE PHONE

### Make telephone calls in French without any problems

This short course will make you a telephone professional! Discover new vocabulary to solve problems, handle complaints, make appointments or conduct sales calls!

**Focus: Oral communication and telephone counselling.**

**Language level: A1–C1**

## COURSE 2: FRENCH IN THE COMPANY

### Improve your French communication for business

You will learn and deepen your vocabulary and idioms on specific topics related to your business and improve your oral and written communication in French.

**Focus: Oral and written communication.**

**Language level: A1–C1**

## COURSE 3: BUSINESS CORRESPONDENCE FRENCH

### Conduct business correspondence in French with stylistic confidence

In this compact course you will learn topic-specific formal requirements for letter and e-mail correspondence, expand your vocabulary and refine your stylistic skills.

**Focus: Accurate written communication.**

**Language level: A2–C1**

 French

 Online or face-to-face teaching

Price upon request

## **COURSE 4: BUSINESS FRENCH: MEETINGS IN FRENCH**

### **Learn how to present, negotiate and lead**

Conduct meetings and negotiations successfully in French!  
In this course you will acquire the skills needed for successful business meetings and negotiations in French.

**Focus: Language skills in a cultural context and negotiations "à la française".**

**Language level: A2–C1**

## **COURSE 5: IN-DEPTH COURSE "EN FRANÇAIS"**

### **Improve your French and deepen existing knowledge**

This brush-up French course is for anyone who wants to revive or refresh their French skills. Improve your general knowledge of French in a short in- depth course.

**Focus: Expanding general vocabulary, grammar, oral and written comprehension and conversation.**

**Language level: A1–C1**

## **COURSE 6: EXAM PREPARATION DFP AFFAIRES**

### **Targeted preparation for the "Diplôme de français professionnel" exams**

You practise oral and written comprehension as well as oral and written production, continuously check your level of knowledge with regard to the contents of the examinations and close any gaps.

**Focus: Contents of the "Diplôme de français professionnel" exam.**

**Language level: A2–C1**

# ESPAÑOL PROFESIONAL

## COURSE 1: PROFESSIONAL SPANISH

### Spanish language in everyday business life

This practice-oriented basic course teaches the necessary skills to communicate effectively in the Spanish-speaking business world. Benefit from the variety of course content – from telephone conversations, meetings and customer appointments to written business correspondence.

**Focus: Basics of Spanish business language skills – spoken and written.**

**Language level: A1**

## COURSE 2: SPANISH FOR HEALTH PROFESSIONALS

### Dealing with Spanish patients and relatives

In this course you will acquire the necessary linguistic and cultural skills to be able to communicate with Spanish-speaking patients and relatives in a professional manner.

**Focus: Linguistic and cultural competences.**

**Language level: A2–B2**

## COURSE 3: COMMUNICATE CLEARLY AND CORRECTLY IN SPANISH

### Finally speak Spanish with confidence

Through discussion exercises and the simulation of everyday conversation situations, you can put your theoretical knowledge of the language into practice. Everyday and colloquial expressions are studied to improve understanding and to be able to express yourself fluently without misunderstandings.

**Focus: Everyday vocabulary and colloquial language, discussion training.**

**Language level: B1-C1**

 Spanish

 Online or face-to-face teaching

Price upon request



# OUR FURTHER EDUCATION COURSES

## Teaching adults

### SVEB Certificate

Learn how to teach language courses to adults

## Communications skills

### Effective or intercultural communication

How to become a communication professional

### Modern business correspondence

Increase the impact of your writing

### Public speaking

Increase your personal productivity

### Moderation

How to activate your team effectively and sustainably

### Presentation techniques

Skilfully convince your customers about your service and company

## Digital skills

### Social Media

Skillful introduction to the use of digital and social media!

### ECDL (European Computer Driving Licence)

Expand your digital skills!



# SUBSIDISED BASIC SKILLS COURSES IN THE WORKPLACE

## Federally subsidised language courses (German, French, Italian), IT and Mathematics:

The government subsidises specific further training courses for companies that want to teach their employees job-related basic skills.

### What are basic skills in the workplace?

In order to be able to cope well with everyday situations in the workplace, sufficient skills in reading, writing, language, everyday mathematics and the use of digital work tools are necessary:

- Take orders
- Using computers for simple operations
- Fill out work reports electronically
- Discuss technical problems and ask for new instructions
- Understand written work instructions or operational plans
- Log measurements and product codes
- Follow dosage instructions

### How do I claim subsidies? All you need to do is define your needs and we will do the rest for you.

We take over the administration, planning, implementation and evaluation of the learning programmes tailored to your company and accompany you every step of the way.

Thanks to our experience from more than 40 courses carried out in the project "Simply better!... at work" project, we can provide you with optimal support in the development of your employees.

For more information on the funding priority of SERI, the State Secretariat for Education, Research and Innovation, "Simply better!... am Arbeitsplatz" can be found at [besser-jetzt.ch/betriebe](http://besser-jetzt.ch/betriebe).

# SUBJECT-SPECIFIC COURSES IN MEDICINE AND NURSING

## Language courses for medical professions

Our many years of experience in professional language education and training as well as in intercultural communication training is already being used successfully at universities as well as colleges and is continuously being supplemented by new concepts for health professions:

### GERMAN B1–B2 NURSING

- Successful communication with doctors, patients, nursing staff and relatives
- Understand service instructions, medical history and dialogues around nursing care
- Create written nursing documentation
- Receptive and productive communication in hospital and geriatric care

### GERMAN B2–C1 MEDICINE

- Successfully conducting doctor-patient conversations
- Effective communication with nursing staff
- Writing standardised doctor's letters
- Use medical terminology in a targeted manner

## TELC Medicine Preparation Course

Flying Teachers offers special preparation courses for the German B1–B2 Nursing and German B2–C1 Medicine certificates.

**Focus: Preparation for certificate exams and exam technique.**

### Communication with patients

A course that focuses on the most important topics in communication with patients and relatives: Admission to hospital, diagnostic questions, describing symptoms, explaining treatment options and outcomes.

### Understanding of academic literature

Reading and understanding current professional literature as a basis for discussion and further education.



# DIGITAL LEARNING: PICK YOUR TOOL

## Our digital programmes for your learning success!

### **GYMGLISH** [www.flyingteachers.ch/gymglish](http://www.flyingteachers.ch/gymglish)

Flying Teachers, in partnership with Gymglish, offers short, professional and personalised online lessons for English, French, German, Italian and Spanish.

**Our goal: your motivation and your learning progress.**

### **LINGUA-TV** [www.flyingteachers.ch/linguatv](http://www.flyingteachers.ch/linguatv)

LinguaTV's authentic video sequences and interactive exercises can be used to train language skills, vocabulary, grammar, writing, reading and listening comprehension.

### **CLOUD-LEARNING AND E-BOOKS** [cloud.flyingteachers.com](http://cloud.flyingteachers.com)

This new tool complements our learning method and gives you the opportunity to optimise your language skills outside of class. You use Flying Teachers Cloud Learning when, where and as often as you want.

### **ONLINE LANGUAGE COACH** Flexible language training accompanied by an online language coach

Would you like to learn a new language efficiently and flexibly? Then we have the perfect online tool accompanied by a language coach!

The innovative, video-based method with language coaches guarantees effective language training and rapid learning success and has been confirmed many times by experts and clients.

# FLYING TEACHERS IS A CERTIFIED EXAMINATION CENTRE

## You can acquire the following certificates at Flying Teachers:

- TELC, The European Language Certificates
- TOEFL
- fide-test
- KDE, Kantonaler Deutshtest im Einbürgerungsverfahren (Cantonal German test in the naturalisation procedure)
- ECDL, European Computer Driving Licence
- Diplôme de français: CCIP (Chambre de Commerce et d'Industrie de Paris)

In addition to the exams, we offer preparation courses online or on-site.



## Flying Teachers has the following certifications and quality labels:

- SVEB teacher training
- EUROLTA (European Certificate in Language Teaching to Adults)
- EduQua 2012 certified
- ISO-21001:2018 certified company
- Association of Swiss Private Schools VSP



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