

DUTCH LANGUAGE & CULTURE TRAINING FOR EXPATS

Target Group

Foreign employees residing in The Netherlands.

Aim

This training course aims at providing you with the (basic) communication skills so that you will feel more comfortable when communicating socially and when doing business with Dutch clients and colleagues.

Course Contents

- fluency;
- listening skills;
- reading and writing skills;
- vocabulary (general and business language);
- relevant aspects of Dutch culture in social and working life.

More advanced skills, such as discussion, presentation and negotiating skills, can be dealt with when at least the basic skills have been mastered. Needless to say that also when practising basic skills, daily working situations will take a central place.

Programme

The training programme provides ten three-hour sessions of complete immersion in the Dutch language and culture, to be planned according to your schedule.

Alternative schedules are also possible.

Dutch language training is often organised as a private course, allowing for the possibility of individual tailoring of timetables and learning objectives. On the other hand, participants in groups - provided they have the same goals - can work together very effectively and provide more real-life role plays.

The intake procedure consists of a digital 'intake' form followed by a personal interview

- analysing **required language skills and competencies** in view of the participant's position;
- **defining initial level of Dutch:**
 - What does the participant already know?
 - What problems does he/she experience?
 - In what situations is he/she successful while communicating in Dutch?
- **defining learning goals:**
 - What does the participant wish to achieve?

We agree upon the desired levels to be achieved and the contents of the programme. The language levels are defined in accordance with the Common European Framework of Reference (CEF). This has been the recognized standard in European countries for many years now.

Learning Goals

The course entails the following objectives:

- to develop better understanding of Dutch business partners, colleagues, friends, neighbours, etc. (communication skills);
- to be able to communicate in a business setting as well as in private life; with colleagues and clients, with Dutch acquaintances, etc. (fluency);
- to be able to understand the language (listening and reading skills);
- to acquire adequate knowledge of Dutch grammar;
- to gain confidence when using the Dutch language;
- to extend the scope of general and business vocabulary;
- to be able to use synonyms and idioms properly;
- to improve pronunciation.

To what extent the above objectives can be realised in a relatively short period of time, depends on the ability and the time the participants have available for homework and self study.

After completing the training course the participants will have access online to their personal language profile in which their progress is illustrated. The trainer will also add some personal recommendations with a view to updating and extending newly acquired knowledge and skills and will suggest particular aspects that need further attention.

Method

The unique feature of the training courses of Capital Language Services is that they focus distinctly on interactive communication skills, allowing the participants to build confidence in speaking the language.

Trainers

The trainers of Capital Language Services are highly experienced in training business people. They have been selected according to criteria based on language and communication related technical aspects, personal and social characteristics.

Course Material

The course material consists of a modular binder and a method 'Dutch for Expats'. This method consists of a textbook and a workbook and supporting audio material. This material fits the beginners' level as well as the intermediate level. During the course we will also provide you with free additional teaching materials (internet applications). Business situations and business-related-materials will be included in the programme. The input of authentic material will enhance the "training on the job"-effect.

Practical Details

A location will be chosen depending on the choice of programme. Weekly training sessions are usually held in-house, whereas for the intensive training days external accommodation facilities are preferable and can be arranged throughout the country and abroad.

About Capital Language Services

Capital Language Services BV (since 1996) is a professional training institute with a solid reputation, organising language and communication training for corporate enterprises and organisations. Capital Language Services organises language programmes for international organisations, such as: ABN AMRO, Achmea, DB Intermodal, KPMG Meijburg, Novartis, Nuon/Vattenfall, Philips, PricewaterhouseCoopers, &Samhoud, Stibbe and TNT/PostNL.

Bi-annual CEDEO client satisfaction surveys over a period of 10 years (2001-2011) have emphasized Capital Language Services' excellent quality, stating a client satisfaction rate of 95% on average over the past decade. The clients interviewed were 'extremely satisfied' with reference to quality, continuity and business approach. According to CEDEO surveys Capital Language Services is one of the top language institutes in The Netherlands.

Indication of costs

Based on 30 hours tuition and a group of 4 persons a total amount of € 1.395,- per person.

This amount includes materials, the use of Profile, evaluation reports and consultation. 'VAT', trainer's travelling expenses and accommodation.