

# Languages online

tools and services can be combined to fit your needs

## Our services

### E-learning & post-launch follow-up

12 months of unlimited access to the training content in **Tell me More online (TOL)**, all levels and all content in the chosen language

**A session is made up of six steps:**

1. **Support during launch**

Set-up of groups of participants (minimum 15 persons): **Kick-off meeting (KOM)**: practical demonstration of **TOL** + advice to students to ensure they start under optimal conditions)

**NB:** Kick-off for groups of fewer than 15 participants: dispatch to each participant of documents in PDF format, contacts by telephone

In addition, we provide follow-up for a period of 4 weeks through our e-learning platform (we check that the student implements the proper working habits agreed during the **KOM**)

2. **Online status test** (definition of level in compliance with European portfolio A1 ... C1) and choice of e-learning content (general – business – professions for English)

**NB:** We also administer independent tests that allow to select the individuals upstream/downstream of a training project, when selecting candidates for a post.

3. **Personalised e-learning course** (defined automatically depending on the results of the previous point)

4. **Progress test** (measures the difference with point "2")

5. **"RF tool"** Internet platform aimed at the online real-time follow-up of students (availability of RF, DRH, superiors, etc.)

6. **Certification test** (end of session – not available in Dutch – for English, which is certified "TOEIC preparation")

**NB:** we provide technical assistance to students 5 days out of 7 via e-mail/telephone

## Courses by telephone (course defined in accordance with each student's needs)

### Example of standard session:

- The instructor contacts the student, tests their skills, agrees on the content of the courses and terms tailored to the student's needs and preferences
- The instructor calls the student on their landline, in accordance with the agreed schedule
- Each month the instructor draws up an activity report

Course session by telephone: 30-minute sessions.

Courses are spread over a period of 3 to 6 months, as selected by the student and their constraints.

## E-learning + courses by telephone

Depending on the case, the instructor adapts their courses to the e-learning content and/or suggests content that meets the student's needs.

Standard session: 30-min classes.

Courses are spread over a period of 3 to 6 months, as selected by the student, in accordance with their constraints.

### **Educational coaching (option)**

Detailed analysis of the work accomplished in the e-learning content, identification of strong and weak points, recommendations, study guidance on the e-learning platform.

Communication through internal e-mail on the e-learning platform, answers to questions by students, sending/correction of exercises, etc.

Request to pursue the effort methodically and with motivation.

1 hour per month in the session dedicated to the course by telephone - 3 to 6 months,



## Face-to-face classes / virtual classroom

Individual course/group course, 6 persons maximum - 20 sessions of minimum 60 minutes.

Preparation work if it proves to be necessary, e.g., elaboration of specific content (we invoice in line with the work actually carried out).

## Seminars

Seminars in the target language, associating **language classes** and professional case simulations  
These seminars are given by professional instructors

- public speaking;
- presentation techniques;
- communication techniques;
- sales techniques;
- team management;
- financial audit;
- etc.

Specific courses are available: face-to-face/virtual classroom.