



**inlingua Company
Center
iCC**

**Together we can face
communication problems!**



1968

INLINGUA ESTABLISHED

44

COUNTRIES

INLINGUA NETWORK 345 LANGUAGE CENTRES

Over the past 44 years, hundreds of thousands of managers, directors, employees and colleagues of small, medium and large companies and governmental institutions on all continents have broadened and enriched their professional lives by taking an inlingua language course.

The inlingua approach is both communication-based and functional. Exclusive and unique material ensures effective learning with optimal results.

INLINGUA LAUSANNE SOLUTIONS FOR COMPANIES

Our Centre has a department dedicated to companies with the aim of offering them not only standard language courses, but also **specific modules and seminars** based on the language and **professional objectives**. Our inlingua Company Centre brings essential, practical and concrete linguistic tools in order to attain real communication centred on the operational effectiveness of your company's employees.

inlingua Lausanne has been EDUQUA certified since 2002 and offers courses in **19 different languages**, taught by **45 teachers** of **15 different nationalities**.



A qualified
group of
professionals
at your service.

A black and white photograph of a man sitting on a library shelf, looking at a book. The book's cover has the words 'CURLS SWIRL' and 'A C a F' visible. A red dotted circle highlights the book. The background shows other books on shelves.

A partner who shares
your demands
and requirements.

Competence and
professionalism.

DIRECT AND EXCLUSIVE REPRESENTATIVE

An inlingua representative is assigned to each company and is responsible for the coordination of training programmes and for all administrative and financial matters. With the support of a **technical and administrative team**, the coordinator guarantees a high level of responsiveness.

They will accompany you, as well as your employees, for the entire journey - from setting up the training programme until the final evaluation.

Your coordinator will always be aware of priorities and **will listen to your superiors and the participants**. They will ensure the best conditions are maintained while the training programme is being followed, will deal promptly with all complaints and immediately propose appropriate remedial action.

PROFESSIONAL MOTHER-TONGUE LANGUAGE TRAINERS

Our staff are all specialists in language training for adults and have been trained in the inlingua method.

Trainers teach only in their **mother-tongue** and accordingly learners benefit from learning expressions, specific idiomatic language and the multiple cultural facets of their country.

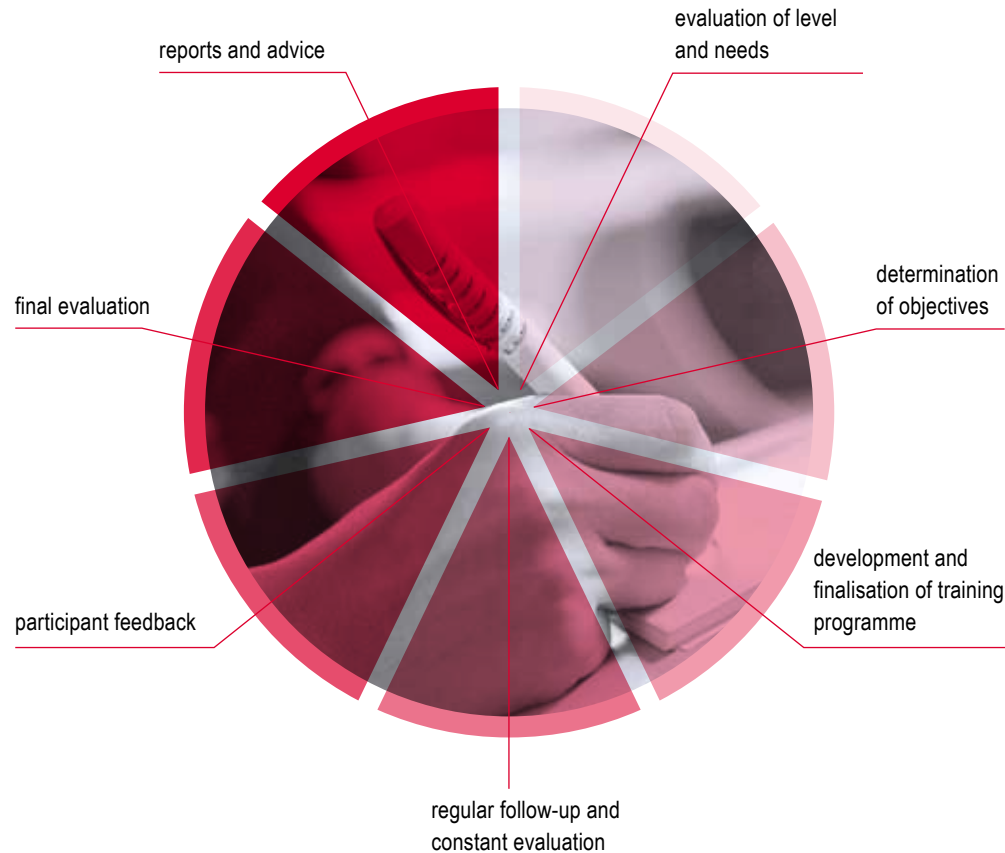
Our trainers hold university degrees or other higher education diplomas and are qualified to teach their mother-tongue language.

They all follow regular **internal and external training programmes** to help them develop and perfect their technique in the face of new developments in the teaching of languages to an adult public.

Trainers have access to not only a well-stocked library but also the extensive resources available on the inlingua Lausanne intranet, which are constantly renewed and updated.

MANAGEMENT AND FOLLOW-UP OF COURSES

THE 7 STAGES



Pedagogical follow-up: Proactive

attentive and available staff members

- Before all training courses begin, inlingua Lausanne analyses the relevant objectives by taking into account all the requirements and needs of our clients and will then present a complete and reliable initial evaluation, both written and oral.
- Information collected permits the recommendation of a made-to-measure programme.
- After taking into account any constraints or specific requirements, the chosen training is validated.
- inlingua Lausanne will organise both the material and the practicalities regarding the course.
- The flexibility of the course programme during training is assured by the continued surveillance of the coordinator.
- The participants and those responsible for the training will carefully guide the training process through a continued sharing of information and feedback process.
- Regular evaluations are carried out during the course.
- Constant communication between trainers, participants and the company permits a dynamic and continually evolving learning process as well as allowing for rapid and effective change should the need arise.
- A final evaluation measures the progress made by participants during the course.
- At the end of the course, a detailed progress report is sent to the company, together with further advice and general recommendations for future training.

Administrative follow-up: Effective and rigorous

a solid administrative team able to adapt to company requirements

inlingua Lausanne will propose a global approach to the administrative and financial management of courses, which is adapted to your company's particular requirements:

- Monthly presence reports
- Notification in case of absenteeism
- Regular accounts are provided
- Administrative response in accordance with the initial agreement
- A final breakdown of accounts and a summary of the course
- Invoices will be sent in accordance with your company's requirements as far as regularity, addressee and format are concerned.

**Global follow-up
of courses
adapted to
your demands**



INDIVIDUAL AND GROUP TRAINING

- Inter or intra company groups
- Private and semi-private lessons
- Total or partial immersion
- Language workshops
- Themed seminars
- Blended Learning: inlingua Online Learning
- Telephone courses

Flexible course
configurations and
programme choice

INLINGUA PROGRAMMES

We propose two parallel approaches: one general and one professional. These two programmes are designed so that you are able to pass from one to the other at any time.

In each of these programmes, you will find a wide range of situations and contexts which are international and multicultural, a good variety of visual and auditory support methods, regular vocabulary and grammatical structure revision, pronunciation exercises and much more.

General programme

- Use a language as it is currently spoken
- Widen vocabulary and lexical expressions and express oneself with greater precision
- Acquire greater fluency and confidence
- Combination with our professional modules possible

Examination programme

- Consolidate efforts by taking an official examination
- All official examinations are available: English (Cambridge, Toefl, ...), German (Goethe Insitut), French (DELF), Spanish (DELE), Italian (CELI),...
- Benefit from rigorous supervision by professionals

General professional programme

- Use the language in a professional framework
- Practice linguistic skills in context
- Acquire effective communication in all circumstances
- Reinforce knowledge

Targeted and specific professional modules

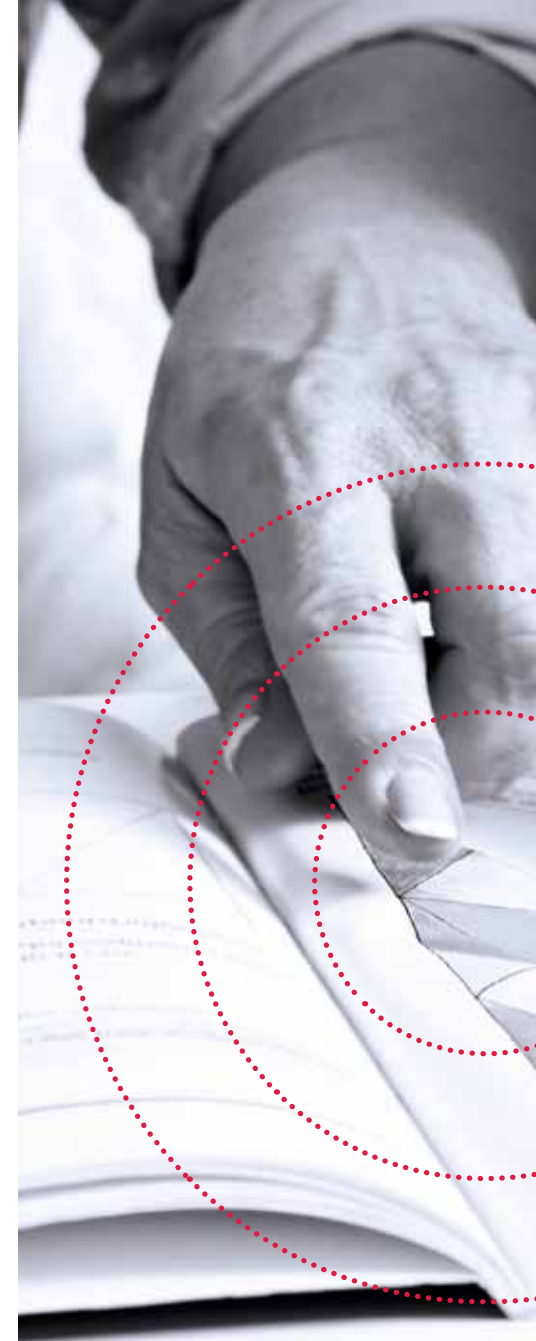
- Focus on the priorities of training in accordance with the participants' professional functions
- Communicate with greater conviction and clarity
- Acquire appropriate terminology in a wide range of disciplines
- Widen linguistic competences relative to the professional world

Our targeted and specific modules cover a multitude of situations related to specific functions and sectors:

Welcome, reception, telephoning, correspondence, e-mail, presentations, meetings, negotiations, socialising across cultures, buying, sales, intercultural communication, finance, interview skills, human resources, banking, property, legal, medical, hotel...

Our centre also develops themed seminars and specific modules as requested.

A course best adapted
to your requirements
in accordance
with the European
Common Framework



INLINGUA SERVICES

THE ADVANTAGES OF INLINGUA LAUSANNE

BULATS testing centre

- Computerised tests developed by Cambridge University
- Five languages available
- Available at any time by appointment
- Objective evaluation of abilities in a professional context
- International recognition

Linguistic evaluations

- Oral and written linguistic expertise
- 19 languages available
- Professional or general skills
- Report and certificate of level provided

Translation and interpretation service

- Certified translation service
- Rapid delivery
- All types of document, from simple to scientific texts, professional correspondence, catalogues, brochures and Internet sites.

Linguistic study abroad

- 345 destinations worldwide
- Various programmes available depending on choice of destination
- Language study abroad with our Executive programmes
- Complete organisation of your stay, except for transport





www.inlingua-lausanne.ch

For advice or information our office is open:

Monday to Thursday from 8.30 am to 7 pm

Friday from 8.30 am to 6 pm

inlingua Language Centre

Rue des Terreaux 17

CH 1003 Lausanne

T. +41 21 323 94 15

icc@inlingua-lausanne.ch