

Advanced Business English for Senior Executives Training Course

27 September – 1 October 2027
Vienna

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Training Center

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Ref: 1747_231298 **Date:** 27 September – 1 October 2027 **Location:** Vienna **Fees:** 5700 Euro

Overview

Advanced Business English for Senior Executives Training Course is a one-week course for executives, directors, department heads, and senior professionals who leave with an Executive English Communication Portfolio. Participants apply advanced business English for executives, English for executive meetings, executive negotiation language, board presentation English, and executive report writing to complex international business situations. The course develops precision, register, structure, and interaction through task-based practice. Agile Leaders Training Center develops advanced Business English for senior executive work.

Who Should Attend

- Executive functions responsible for international meetings, decisions, and stakeholder dialogue
- Leadership functions responsible for negotiating positions, concessions, and commitments in English
- Strategy functions responsible for explaining complex information, data, and recommendations
- Board-support functions responsible for presentations, questions, reports, and executive correspondence
- Senior client-facing functions responsible for cross-cultural influence and relationship communication

The course assumes participants already use English independently at work and leaves out beginner language instruction, general grammar study, routine workplace English, translation, test preparation, and contract drafting.

Departments and Industries

The course supports departments and industries whose senior personnel communicate complex decisions in international English-language settings.

- Executive offices, strategy, corporate development, and board support
- Finance, banking, insurance, and professional services
- Energy, manufacturing, construction, and logistics
- Technology, telecommunications, and digital transformation
- Healthcare, education, hospitality, and public-facing services

Learning Objectives

By the end of this course, participants will be able to:

- Analyze audience, purpose, register, and language risk in executive tasks
- Use precise English to explain complex concepts and data
- Apply meeting, clarification, and cross-cultural interaction language
- Build persuasive negotiation positions, proposals, and concessions
- Evaluate presentations, difficult-question responses, reports, and correspondence
- Build an Executive English Communication Portfolio

Course Agenda

Day 1: Executive Register and Complex Information

- Executive Communication Task and Audience Map
- Formal Register and Tone Decision Guide
- Complex Concept Explanation Structure
- Data Commentary for Graphs and Tables
- Executive Vocabulary and Precision Log

Day 2: Senior Meetings and Cross-Cultural Interaction

- Meeting Contribution and Intervention Phrase Bank
- Diplomatic Clarification and Challenge Sequence
- Cross-Cultural Register and Assumption Check
- Consensus and Decision Summary Frame
- Ambiguity and Misunderstanding Repair Protocol

Day 3: Negotiation and Persuasion

- Position, Interest, and Concession Language Map
- Conditional Proposal and Trade-Off Pattern Set
- Evidence, Claim, and Justification Structure
- Diplomatic Disagreement and Reframing Guide
- Negotiation Close and Commitment Record

Day 4: Board Presentations and Executive Writing

- Board Presentation Narrative Architecture
- Visual Data Explanation and Signposting Guide
- Difficult Question Response Framework
- Executive Report and Recommendation Structure
- Senior Correspondence Editing Checklist

Day 5: Executive English Practice and Capstone

- Exercise: Explain a Complex Concept and Data Set
- Exercise: Chair a Meeting and Repair Misunderstanding
- Exercise: Negotiate a Position and Record Commitments
- Exercise: Present a Recommendation and Handle Questions
- Capstone Exercise: Executive English Communication Portfolio

Practical Exercises

The course uses suggested activities based on executive situations in finance, energy, healthcare, technology, and professional services.

- Suggested activity: explain a complex performance chart and recommend a decision to an international leadership group.
- Suggested activity: chair a cross-cultural meeting, test assumptions, summarize disagreement, and confirm actions.
- Suggested activity: negotiate a supplier or partnership position using conditional proposals, concessions, and documented commitments.
- Suggested activity: deliver a board presentation, answer difficult questions, and convert the recommendation into an executive report.

FAQs

Who suits advanced Business English for executives, and what does it assume?

Advanced Business English for executives suits senior professionals who already work independently in English and need greater precision in complex meetings, negotiations, presentations, reports, and stakeholder exchanges.

How does advanced Business English for executives differ from routine workplace English?

Advanced Business English for executives addresses formal register, complex information, strategic interaction, cross-cultural negotiation, board presentations, difficult questions, and senior writing. Routine workplace English concentrates on everyday calls, meetings, emails, and coordination.

How can executive English make complex information easier to follow?

Executive English makes complex information easier to follow by defining the decision, organizing concepts and evidence, explaining data patterns, using signposts, separating fact from interpretation, and matching detail to the audience.

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What makes executive negotiation language precise and diplomatic?

Precise executive negotiation language distinguishes positions from interests, states conditions clearly, frames options and trade-offs, tests understanding, disagrees without personal judgment, records concessions, and confirms commitments.

How should difficult questions be handled in board presentation English?

Difficult questions should be clarified, reframed when necessary, answered with a direct position and evidence, qualified when information is incomplete, and closed with the decision implication or agreed follow-up.

Conclusion

Participants take an Executive English Communication Portfolio back to work. It connects audience maps, register guides, meeting phrases, negotiation structures, presentation frames, question responses, report models, and editing checks. The portfolio changes advanced language knowledge into repeatable executive communication for complex international decisions.