

# BERLITZ BUSINESS EXPRESS

Planning de stage en Ile de France  
Juillet- Décembre 2018



	JUILLET	AOÛT	SEPT	OCT	NOV	DEC
Meetings I Meetings II	<b>16 &amp; 17</b>		<b>10 &amp; 11</b>	<b>4 &amp; 5</b>	<b>19 &amp; 20</b>	
Presentations I Presentations II	<b>19 &amp; 20</b>		<b>6 &amp; 7</b>	<b>1 &amp; 2</b>	<b>8 &amp; 9</b>	<b>17 &amp; 18</b>
Negotiations II			<b>3 &amp; 4</b>	<b>18 &amp; 19</b>	<b>29 &amp; 30</b>	
Customer Care II			<b>27 &amp; 28</b>		<b>5 &amp; 6</b>	<b>6 &amp; 7</b>
Email Writing I Business Writing II			<b>13 &amp; 14</b>	<b>8 &amp; 9</b>	<b>15 &amp; 16</b>	<b>10 &amp; 11</b>
Telephoning Skills I Conference Calls II			<b>17 &amp; 18</b>	<b>11 &amp; 12</b>	<b>26 &amp; 27</b>	<b>13 &amp; 14</b>
Job Interviews I Job Search Skills II	<b>16 &amp; 17</b>		<b>20 &amp; 21</b>	<b>15 &amp; 16</b>	<b>22 &amp; 23</b>	<b>3 &amp; 4</b>
TOEIC I (L&R) Preparation TOEIC II (L&R) Preparation (2 J - 9h30-17h00)	<b>19 &amp; 20</b>		<b>17 &amp; 24</b>	<b>12 &amp; 19</b>	<b>5 &amp; 12</b>	<b>7 &amp; 14</b>
BULATS I Preparation BULATS II Preparation (2 J - 9h30-17h00)			<b>19 &amp; 26</b>	<b>10 &amp; 17</b>	<b>21 &amp; 28</b>	<b>12 &amp; 19</b>

















