

SATURDAY		SUNDAY
8:30	Meet at United Languages Travel to Hotel	Breakfast with Teachers and English Newspapers Current Affairs: 1) Discussing world events and current issues. 2) Political correctness.
9:00		
9:30	Settle into Hotel	Break
10:00	Breakfast and Ice Breaking Activity	Group Class Presentations: 1) Passive Voice 2) Giving an effective presentation 3) Starting Presentations 4) Presenting Your Company 5) Innovations and Products
10:30		
11:00	Group Class Telephone English: 1) Telephone manners and vocabulary. 2) Beginning and ending a call. 3) Preparing for a call. 4) Note taking. 6) Making appointments. 7) Change arrangements and making excuses. 8) Role play.	
11:30		
12:00		
12:30		
13:00		
13:30		
13:30	h with Teachers 1) Fluency practise. 2) Making small talk. 3) Getting to know you.	Lunch with Teachers 1) Fluency practise. 2) Socialising.
14:00		
14:30		
15:00	Break	Break
15:30	Group Class Negotiating 1) Language (1st, 2nd and 3rd Cond.) 2) Negotiation Styles 3) Conflict Management 4) Playing hardball. 5) Role Play	Group Class Recap of materials studied 1) Language Observations 2) Feedback
16:00		Travel back to Madrid
16:30		
17:00	Telephone English: 5) Dealing with complaints. (with Coffee Break)	
17:30		
18:00		
18:30	Outdoor activity Teamwork 1) Working together. 2) Effective communication. 3) Qualities of good managers 4) Conflict Management	
19:00		
19:30		
20:00		
20:30	Break	
21:00	Dinner with teachers General English: 1) Further fluency practise. 2) Re-cap of day's work. 3) Socialising	
21:30		