

Needs Analysis

Name:

Company:

Area of business:

Your Position:

Topics of interest

Human Resources	
Finance	
Accounting	
Management	
Marketing	
Law	
Technology	
International Relationships	

Communication Skills – written

Formal business e-mails	
More informal e-mails	
Reports	
Minutes	
Articles	
Documents	

Communication Skills – spoken

Telephoning	
Conference calls	
Meetings	
Negotiations	
Socialising	
Presentations	

What is your main goal for this course?

Any other comments?

Thank you for your time