

## **FORMATION ANGLAIS**

Le Programme a pour objet de présenter l'action de formation établie par le School Box pour l'acquisition de compétences en langues étrangères sans prérequis nécessaires. Le Programme décrit les moyens pédagogiques et techniques prévus, les modalités de déroulement de l'action ainsi que les informations relatives au suivi et à l'accompagnement de l'apprenant.

### **Repères**

- Système d'évaluation : TOEIC
- Temps moyen de formation : de 5 à 20 heures selon objectifs

### **Indicateurs de résultats (2022)**

- Satisfaction : Données disponibles en février 2023
- Nombre de stagiaires : Données disponibles en février 2023

### **Les plus de cette formation**

La qualité d'écoute, la personnalisation, et la pertinence des outils et exercices proposés sont les principales forces de la formation.

### **Objectifs pédagogiques**

Les objectifs pédagogiques et les compétences à acquérir sont établis suite à l'audit linguistique.

#### **Objectifs possibles pour le niveau A1**

- Assimiler les structures grammaticales et lexicales de bases
- Communiquer en anglais en utilisant un vocabulaire simple et fonctionnel
- Utiliser un vocabulaire courant lors des discussions et échanges avec les interlocuteurs
- Comprendre sans difficulté des textes écrits ou des documents audios simples
- Obtenir une certification de votre niveau avec le passage de la certification TOEIC

#### **Objectifs possibles pour le niveau A2**

- Prendre la parole en anglais avec aisance
- Mémoriser du vocabulaire anglais à long terme
- Prononcer correctement les sons anglais
- Construire des phrases anglaise grammaticalement correctes, et même, qui sonnent anglais
- Comprendre l'accent d'un natif anglophone
- Tenir une conversation en anglais
- Adopter des nouvelles routines d'apprentissage de l'anglais
- Prendre du plaisir à apprendre
- Gagner en autonomie en maîtrisant les techniques d'auto-apprentissage des langues utilisées par les polyglottes
- Obtenir une certification de votre niveau avec le passage de la certification TOEIC

#### **Objectifs possibles pour le niveau B1**

- Être capable d'interaction dans un contexte professionnel
- Bien connaître la grammaire et maîtriser le vocabulaire
- Être capable de communiquer produire un discours cohérent
- Être en mesure de s'exprimer et se faire comprendre de façon claire et détaillée
- Interpréter et comprendre le contenu essentiel de sujets concrets ou abstraits dans un texte ou une conversation
- Comprendre des textes longs ainsi que saisir des significations implicites
- Pouvoir utiliser la langue de façon efficace et souple dans sa vie sociale académique ou professionnelle
- Pouvoir s'exprimer sur des sujets de façon claire et bien structurée
- Obtenir une certification de votre niveau avec le passage de la certification TOEIC

### Objectifs possibles pour le niveau B2

- Mémoriser du vocabulaire anglais à long terme
- Prononcer correctement les sons anglais
- Construire des phrases anglaise grammaticalement correctes, et même, qui sonnent anglais
- Comprendre l'accent d'un natif anglophone
- Tenir une conversation en anglais
- Adopter des nouvelles routines d'apprentissage de l'anglais
- Prendre du plaisir à apprendre
- Obtenir une certification de votre niveau avec le passage de la certification TOEIC

### Objectifs possibles pour le niveau C1

- Renforcer et élargir ses connaissances en anglais (à l'oral et à l'écrit)
- Savoir écrire des textes, lettres et documents professionnels et généraux bien structurés et détaillés sur des sujets complexes en adaptant son style au destinataire
- Être capable de s'exprimer de façon spontanée, claire et détaillée
- Pouvoir suivre une argumentation complexe sur des sujets familiers ou non
- Obtenir une certification de votre niveau avec le passage de la certification TOEIC

### Public

- Tout public.

### Matériel nécessaire pour suivre la formation

Il est nécessaire que le stagiaire :

- Possède un PC, Mac ou smartphone
- Une connexion internet stable
- Un navigateur Web récent

### Modalités

- Classe à distance
- Individuel

### Prérequis

- Aucun

### Contenu de la formation

#### Niveau A1

Ordre des leçons	Niveau	E-lesson	Objectifs d'apprentissage
1	A1	Hi, my name is Nora!	greetings, nationalities, personal info
2	A1	Is there a post office near here?	Places in the town
3	A1	This is a nice store!	types of shops
4	A1	How much is this?	shopping, numbers

5	A1	I like coffee with milk.	food
6	A1	You have a beautiful dress!	clothes (what is appropriate for work), colors
7	A1	What do you do?	work and jobs, what do you do, habits
8	A1	She gets up early!	habits and routines, Telling the time, days of the week, months of the year
9	A1	What are your hobbies?	leisure activities, hobbies, sports
10	A1	Where do you live?	personal information, work, routine
11	A1	I love to ride my bike!	leisure activities, hobbies, sports
12	A1	This is my son.	Family
13	A1	She is taller than me.	adjectives
14	A1	What's the weather like?	weather in places
15	A1	Take a left.	street directions in a town
16	A1	I'm going to visit New York.	Modes of transportation, travel and services
17	A1	I'd like a one-way ticket to San Francisco.	traveling, modes of transportation
18	A1	Last year I went to Hawaii.	travel
19	A1	Can you please spell your name?	Spelling words
20	A1	What's your phone number?	Understanding and using numbers
21	A1	What time do you eat lunch?	Telling the time; asking about daily activities
22	A1	Today is the first day of fall!	Talking about dates
23	A1	He's a police officer in London.	Introducing yourself

24	A1	He has a big office with a window.	Describing ownership
25	A1	Do you have a pen?	Asking for possession
26	A1	I can speak Japanese.	Talking about what you can or can't do
27	A1	We can't make personal calls.	We can't make personal calls.
28	A1	We play tennis on the weekend.	Describing habits and routines
29	A1	Do you always take a shower in the morning?	Describing habits and routines
30	A1	About you!	Asking questions
31	A1	The coffee shop is on the left.	Describing a town
32	A1	Could I speak to your manager?	Understanding a phone call; making a call
33	A1	Don't ignore the traffic lights.	Asking for and giving directions
34	A1	Half of the company works on the third floor	dates ; fractions; decimals
35	A1	It's raining.	Talking about the weather; talking about something that is happening at the moment of speaking
36	A1	There aren't any envelopes.	Describing your office
37	A1	How many people are there?	Talking about quantity
38	A1	My daughter's horse.	Talking about your family
39	A1	That stapler is mine.	Describing ownership
40	A1	I need those scissors.	Talking about objects
41	A1	Last month we were on vacation.	Talking about past events
42	A1	I bought a new cell phone yesterday.	Talking about past events
43	A1	Who did you invite to dinner?	Asking questions
44	A1	I love spicy food.	Talking about food preferences; Talking about international cuisine
45	A1	Hello, how are you?	Introducing yourself and others
46	A1	I have a few chocolate bars.	Asking for items in a grocery shop

47	A1	Do you work by yourself?	Talking about your job
48	A1	Upstairs there are two bedrooms and downstairs there is a kitchen	Describing a house
49	A1	It usually snows in winter but it isn't snowing at the moment.	Describing the weather
50	A1	Our train leaves at 1:30 p.m. today.	Telling the time
51	A1	I have an appointment with Ms. Young at 10:30 a.m.	Asking for and giving information
52	A1	When did you move to Chicago?	Talking about past events
53	A1	Are you a new customer?	Spelling words
54	A1	We'd like the bill.	Ordering food in a restaurant
55	A1	He works in the city.	Talking about time and place
56	A1	I'm the funniest person in the office.	Making comparisons
57	A1	I saw the doctor yesterday.	Spelling and pronouncing words
58	A1	Do you have a new number?	Asking for and giving telephone numbers
59	A1	The bank opens at nine o'clock.	Asking for and telling the time
60	A1	Today is January 2nd.	Asking for and saying the date

## Niveau A2

Ordre des leçons	Niveau	E-lesson	Objectifs d'apprentissage
1	A2	He reads the newspaper everyday	Talking about daily life
2	A2	We need some things for the house.	Talking about shopping
3	A2	He's traveling to Indonesia.	Talking about traveling

4	A2	I will send you a postcard.	Talking about future plans
5	A2	Hong Kong is a big city.	Describing cities
6	A2	I have football practice today.	Describing athletic abilities
7	A2	Go to the doctor!	Discussing health
8	A2	I enjoy spending time with my family.	Talking about your favorite activities
9	A2	I recently graduated from university.	Talking about past experience
10	A2	What were you doing last night?	Describing an event
11	A2	I've known Mark for 2 years.	Describing relationships
12	A2	You must be on time.	Giving and taking advice
13	A2	Can I get extra cheese on that?	Ordering food in a restaurant
14	A2	We might eat turkey for Thanksgiving	Talking about holiday plans
15	A2	She has short hair.	Describing people
16	A2	How much money did you make last year?	Describing past events in your company
17	A2	A single or a double?	Booking a hotel room; checking into a hotel
18	A2	May I ask who's calling?	Understanding a phone call; taking a telephone message
19	A2	Can I leave a message, please?	Understanding a phone call; leaving a message
20	A2	I'll let you know	Understanding a phone call; putting someone through; making an appointment
21	A2	I ordered 40 boxes this morning.	Making requests; correcting information

22	A2	I'd like to reserve a flight.	Making a flight reservation; buying a train ticket
23	A2	Sales are going up	Talking about your company
24	A2	This project is more interesting than the last one	Making comparisons
25	A2	I'd like the fish.	Ordering food in a restaurant
26	A2	Can I withdraw money from the ATM?	Asking for help at the bank
27	A2	Why is the spa closed?	Getting information at reception
28	A2	It has a touchscreen.	Describing equipment
29	A2	Let's take the train to London.	Making suggestions
30	A2	I need to check the security camera	Expressing Necessity
31	A2	What should I do?	Asking for and giving advice
32	A2	Can you repeat that, please?	Asking questions
33	A2	Your order was sent yesterday.	Conjunctions and Discussing Service
34	A2	Please tell her that it's urgent.	Leaving a message/offering to call back s.o. back
35	A2	Could you spell that, please?	Checking/clarifying/correcting on the phone
36	A2	Would you mind telling me where the station is?	Asking for information
37	A2	Would you like to join us?	Accepting or declining invitations
38	A2	I'm very sorry	Apologising
39	A2	Where shall we meet?	Making suggestions
40	A2	It's a pleasure to meet you	Introducing oneself
41	A2	Let's seal the deal	Suggestion, opinions & requests
42	A2	I prefer going out.	Expressing preference
43	A2	Would you like to come skiing in the morning?	Making requests and expressing preference
44	A2	Have a nice weekend!	Saying goodbye
45	A2	Do you like classical music?	Discussing music

46	A2	I've read all about it in the morning paper.	Understanding English language press
47	A2	My son goes to Plantsbrook School	Describing education
48	A2	I'd rather watch a soap opera than a reality TV show.	Describing TV shows
49	A2	I find the opera boring.	Discussing entertainment
50	A2	Painting is a hobby of mine.	Describing hobbies
51	A2	Have you read any thrillers recently?	Discussing books
52	A2	They have won every game this year.	Discussing sport
53	A2	I might not make it to the meeting.	Talking about possibilities
54	A2	Are you going to have a big party?	Talking about the future
55	A2	Have you ever been to Canada?	Talking about the past
56	A2	We took a day-trip to the mountains	Talking about sightseeing
57	A2	I went to a fantastic new restaurant.	Talking about nights out with others
58	A2	Let's go sightseeing.	Talking about sightseeing
59	A2	Could I have a moment of your time?	Making surveys
60	A2	Do you like snowboarding?	Talking about leisure activities

## Niveau B1

Ordre des leçons	Niveau	E-lesson	Objectifs d'apprentissage
1	B1	What were you doing yesterday afternoon?	Describing a past event
2	B1	I used to earn less money	Describing past work habits
3	B1	Tell me about your business trip	Dealing with problems
4	B1	She said that there was an office emergency	Telling your boss about a situation in the office
5	B1	If you agree, I will print the programs .	Planing a business conference



6	B1	What can we do to make our company greener?	Predicting how your company will be different
7	B1	I've been working at this company my whole life.	Talking about job activity
8	B1	This is how we do business in a global village.	Discussing technology
9	B1	What should we do?	Giving advice to colleagues
10	B1	I'm a team player!	Describing yourself in a job interview
11	B1	From my point of view, we should go ahead.	Discussing how to approach a problem
12	B1	What would your dream job be?	Discussing unlikely situations
13	B1	What would you like the width to be?	Describing objects; Talking about size, weight and dimension
14	B1	Could I make a reservation please?	Making travel arrangements
15	B1	She's going to pick up the rental car this evening.	Making travel arrangements
16	B1	We seem to be short on printer ink.	Ordering goods
17	B1	NAM wrote the memo while the rest of us went to lunch.	Understanding memos
18	B1	I'm running really low on stock.	Finding items in supermarket
19	B1	What do we need from the supermarket?	Finding items in supermarket
20	B1	Could you tell me what kind of cars you have?	Renting a car
21	B1	We would like to thank you for your time and effort.	E-mail-reading and writing
22	B1	Tlk to you nxt wk during the mtg	Understanding abbreviated e-mails
23	B1	I have been working for my current company for one year	Interviewing and being interviewed for jobs
24	B1	could I talk to you about our special offers today?	Presenting / selling a product
25	B1	Its in all good hardware stores right now.	Describing equipment
26	B1	There was so much to choose from on the menu.	Speaking on the telephone
27	B1	They are all mouthwatering!	Describing food, giving recommendations,

28	B1	I'd like my eggs sunny side up, please.	Describing food
29	B1	Could you tell me whether there's a Jacuzzi in the bathroom?	Asking polite questions about a hotel
30	B1	Turnover has increased consistently since I founded the company	Describing a company
31	B1	But will it have a long shelf life?	Describing a product
32	B1	What is it made of?	Describe how equipment works.
33	B1	We were robbed.	Describing situations
34	B1	Numbers peaked at 90%.	Describing graphs
35	B1	From the chart you can see there has been an increase.	Describing graphs
36	B1	I would like to make a complaint.	Complaining politely
37	B1	Let's hope that results in more money coming through the door!	Cause and effect
38	B1	It is pretty unlikely	Expressing Doubt
39	B1	All departments ought to follow safety regulations	Explaining Procedures
40	B1	Take a look at our range of products.	Product features and benefits
41	B1	English is an official language in over 75 countries	Discuss the English speaking world
42	B1	A presentation has very distinct parts.	Making presentations (structuring a presentation)
43	B1	Tell me about your work experience.	preparing for a job interview
44	B1	Thank you for your letter.	key phrases for business letters
45	B1	Give me a call this afternoon	Speaking on the telephone
46	B1	Who is calling please?	Speaking on the telephone
47	B1	Would you like to leave a message?	Taking/leaving messages
48	B1	Thanks a million!	Saying thank you
49	B1	It's great to meet you finally!	Greetings.
50	B1	I completely agree, 100%!	Giving an opinion
51	B1	I didn't catch that. Could you speak up, please?	Checking information
52	B1	Don't forget to present the objectives.	Giving instructions
53	B1	We need all your receipts by the deadline.	Filling in forms (expenses sheet)
54	B1	What free time activities do you do?	Describing attitude to work and leisure
55	B1	I leave the house at 8:30 a.m.	Daily routines / family life
56	B1	My office has excellent facilities.	describing workplaces

57	B1	Have you thought about trying to get to work a different way?	Discussing commuting
58	B1	The purpose of this meeting is to discuss sales.	communicating in meetings
59	B1	Can you elaborate on that?	Communicating in meetings
60	B1	Sorry, I didn't mean to offend you.	Responding in social situations

## Niveau B2

Ordre des leçons	Niveau	E-lesson	Objectifs d'apprentissage
1	B2	As far as I am concerned, it's time to renovate!	Presenting and responding to ideas
2	B2	Unfortunately, their range of products was completely outdated.	Describing your company's history
3	B2	It has all the latest features!	Identifying product features
4	B2	My office was broken into last night	Describing security and risk
5	B2	If I could have chosen, I would be working downtown.	Describing things you would change in your workplace
6	B2	I wish I had taken the job.	Talking about regrets
7	B2	How will the business have changed by next year?	Describe your company's performance
8	B2	He said that it was front page news	Talking about the news
9	B2	The motor makes the mechanism to turn round and round very quickly	Describing how equipment works
10	B2	I'm afraid I have to disagree with you.	Agreeing and disagreeing
11	B2	How is the project coming along?	Reporting Progress
12	B2	What is the structure of your company?	Talking about company structure
13	B2	Business is not as good as it was last year.	Talking about results
14	B2	The product is entering the growth stage.	Talk about your own company's products or services and their life cycles
15	B2	Has the consignment gone through customs?	Talking about imports and exports
16	B2	How have you been feeling?	Learn about health and sickness

17	B2	What's the process ?	Read and speak about Production methods.
18	B2	My manager is motivating, and she is considerate too.	Discuss different management styles.
19	B2	How do you get your message across?	Discuss changes in advertising
20	B2	We'd like to know if you would be willing to lower the price.	Bargaining
21	B2	What would you say my level of English is?	Discuss language learning
22	B2	Read all about it!	Understanding English language press
23	B2	Thank you for your time, and we look forward to hearing from you soon.	answering business letters
24	B2	Why don't we do it ourselves?	Discussing DIY
25	B2	London was wonderful!	Improving cultural knowledge
26	B2	There has been a sharp decline in sales.	Talking about trends
27	B2	Although I never studied it at school, I can speak some Gaelic.	Expressing contrast
28	B2	I hope you don't mind me saying this.	Giving and reacting to criticism
29	B2	I was waiting in the lobby and someone snatched my purse!	Reassuring (Hotel guests problems)
30	B2	I have been employed here for 20 years	Understanding and using the passive voice
31	B2	I used to talk to her every day.	Talking about the past
32	B2	I'm having my windshield mended.	Describing things other people do for you
33	B2	That smells delicious!	Describing senses
34	B2	I will have been married for ten years this June.	Describing the past in the future
35	B2	Although the hotel room was spacious, it was also grubby.	Discussing hotels
36	B2	I'd like to make a complaint!	Making a complaint
37	B2	What do you propose ?	To advise, suggest and recommend
38	B2	Do you mind if I break in for a second?	Meeting skills: participating and interrupting
39	B2	Financially speaking, my hands are tied.	Making and arguing a point over the phone

40	B2	I wish we had never signed that contract.	Improving negotiation in English
41	B2	What's your strategy?	To find a strategy for negotiation.
42	B2	Is this your best offer?	To conclude a negotiation
43	B2	This is really quite unacceptable!	Be able to make a complaint using the appropriate expressions and degrees of dissatisfaction.
44	B2	I am terribly sorry.	Apologising and reassuring the customer that the mistake will not happen again.
45	B2	He told me that he wanted a promotion.	Informing and reporting information within a company
46	B2	He's the man who was recently appointed secretary of education.	Be able to discuss current affairs with relative pronouns
47	B2	I like neither Thai nor Greek food.	Talking about preferences, possibilities, opinions, alternatives
48	B2	It was so nice catching up with you!	Expressing high degrees of adjectives, small talk
49	B2	Tell me all about it.	Reporting on past events.
50	B2	Newspapers are claiming that the strike could last all week.	Introducing reported speech into a conversation
51	B2	They had left the front door wide open.	Telling a story
52	B2	I wish I had moved to London.	Talking about present and past regrets
53	B2	By the time we arrive, we will have driven over 2,500 miles.	Discussing future plans
54	B2	You'll never guess what happened to me yesterday!	Talking about the past
55	B2	I have concerns about my working conditions.	How to negotiate
56	B2	The penalty clause will be enforced if you break the contract.	Purchasing and negotiating contracts
57	B2	We are looking for a supplier we can rely upon.	Choosing a supplier
58	B2	At the moment, I'm juggling lots of different projects.	Time management

59	B2	My manager is excellent at prioritizing and delegating tasks fairly.	How to manage people
60	B2	So, what do you do?	Asking personal questions

## Niveau C1

Ordre des leçons	Niveau	E-lesson	Objectifs d'apprentissage
1	C1	We must all put our heads together.	Talking about quality management.
2	C1	Are you ready for this?	Presenting your product.
3	C1	We are in the retail industry.	Describing service
4	C1	We have a lot to accomplish today, so let's begin!	Have the ability to organise information in meetings
5	C1	A flow production would be the most cost-effective.	Describe how things are produced.
6	C1	We should deliver produce directly to our customers	Learn how to talk about distribution
7	C1	What are the legal procedures?	Understanding legal and business concepts
8	C1	How are we getting on?	Analyse company finance.
9	C1	What are our prospects ?	Reading and understanding report on the fortunes of some
10	C1	The company released an in-depth report of its finances.	Use financial language related to a balance sheet.
11	C1	Is now a good time to go over the balance sheet?	Reading and understanding a financial commentary relating to football

12	C1	Do you follow the stock market closely?	Reading and understanding a text about Wall Street.
13	C1	Diversification can offset a loss in one area of operations with gains in other areas.	Managing diversification
14	C1	The technical specs need to be straightforward.	Understand how to make technical descriptions
15	C1	Do you say smart or sharp?	American and British English
16	C1	Reports this morning have confirmed the news.	Discuss newspaper headlines, their meanings and implications
17	C1	Lets combine our resources!	To be able to discuss the pros and cons of mergers
18	C1	What about the long term?	To be able to discuss strategic planning, financial report and finance
19	C1	What are the figures for the first quarter?	Discussing and sharing information about financial management over the phone
20	C1	Let's take it to the streets.	To be able to discuss the pros and cons and the effectiveness of direct marketing
21	C1	Do you have anything to declare?	To be able to discuss the different methods of payment used when importing goods and setting up an export deal
22	C1	I think we should diversify.	To be able to talk about success and failure in business and diversification.
23	C1	I'm interested in setting up a franchise.	Be able to talk about success and failure in business franchises
24	C1	You drive a hard bargain	Negotiations - Core Concepts
25	C1	Can we find a middle ground?	Making concessions

26	C1	We should think about what style of negotiation we will use ahead of time.	Learn to Prepare for Negotiations
27	C1	What's the best way to do this?	Discuss negotiation techniques
28	C1	I must say that everything has gone very smoothly	Discuss negotiation Process
29	C1	Body language is everything!	Interpersonal Behavior during Negotiations
30	C1	Is everything in place ?	Setting up a meeting
31	C1	What's on the agenda	Preparing a meeting agenda
32	C1	How about the logistics?	Preparing meeting logistics
33	C1	Who's the leader ?	Leading a meeting
34	C1	You ought to always be properly prepared.	Giving valuable input
35	C1	I'm afraid we'll have to agree to disagree.	Group dynamics in meetings
36	C1	Now I will summarize the main points	The Minutes
37	C1	Thank you all for coming to this meeting.	Meeting procedures
38	C1	She want's the brand to become a household name	Discuss finding new markets
39	C1	I'm calling to make you an offer.	Be able to make and confirm arrangements and to talk to prospective clients



40	C1	Let's be S.M.A.R.T. about this.	Learn the difference between an objective and a goal and the importance of S.M.A.R.T. objectives.
41	C1	We need to weigh up the pros and cons.	Making decisions and discussing opinions
42	C1	Know your pitch inside and out.	Be able to express yourself at a sales presentation confidently.
43	C1	How is your new venture coming along?	Be able to use vocabulary of feasibility studies
44	C1	Qualifying potential clients is a key part of the sales process.	Qualifying Clients
45	C1	It's good to see you again!	Building Rapport
46	C1	Is this a good time?	Breaking the ice on the telephone
47	C1	I'm afraid we're really having to tighten our belts at the moment.	Learn how to write a mail shot and what to include
48	C1	What can we do do boost sales?	Sales Planning
49	C1	What's our target?	Setting sales targets
50	C1	The supervisor criticized the project proposal in a constructive manner.	Being a Leader
51	C1	How could we improve?	Be able to evaluate projects
52	C1	Jobs are needed to absorb the expanding workforce.	Management Training
53	C1	What prevented the project from spiraling out of control?	Monitoring the Project

54	C1	Let's work together!	Discuss Team Building
55	C1	Get smart about project planning!	Discussing project planning
56	C1	What are the implications ?	Decision Making
57	C1	Doing a force field analysis might help us make the decision.	Force Field Analysis
58	C1	We should conduct some feasibility analyses.	Analyses
59	C1	I'm feeling a bit overwhelmed!	Overview of management
60	C1	Take a deep breath	Managing Stress

## Organisation de la formation

### MODALITES D'ORGANISATION DE LA FORMATION

La formation se déroule sur la plateforme en ligne de notre partenaire spécialiste en langues. Vous aurez accès 24/7 aux contenus de formation en toute autonomie.

Formation individuelle composée :

- D'un parcours en e-learning accessible 12 mois maximum
- D'accompagnement entre 2 à 5 tutorats (durée d'un tutorat entre 15 minutes et 1 heure en fonction des besoins)
- D'une assistance technique et pédagogique disponible du lundi ou vendredi de 9h à 17h par téléphone et par mail
- D'accès en illimité aux Live Classroom (formation entre groupe d'une durée de 30 minutes sur la thématique de votre choix avec maximum 8 participants)
- En option, des cours à distance avec un formateur : votre formateur vous appellera sur une ligne fixe ou via Skype. Vous avez la possibilité de changer le n° de téléphone sur lequel vous souhaitez être appelé à condition de le renseigner jusqu'à 30 minutes avant le cours. Vous bénéficiez d'un délai minimum de 6 heures pour annuler un cours sans qu'il soit comptabilisé.

### EQUIPE PEDAGOGIQUE

Les experts qui animent la formation sont des spécialistes des matières abordées. Ils ont été validés par nos équipes pédagogiques tant sur le plan des connaissances métiers que sur celui de la pédagogie, et ce pour chaque cours qu'ils enseignent. Ils ont au minimum cinq à dix années d'expérience dans leur domaine et occupent ou ont occupé des postes à responsabilité en entreprise.

### MOYENS ET METHODES PEDAGOGIQUES

Plateforme d'e-learning

Netplanning pour la réservation des cours avec professeur et des cours collectifs

Exposés, aides visuelles, support de cours, exercices pratiques d'utilisation  
Questions/réponses entre le stagiaire et le formateur  
Accompagnement personnalisé tout au long de votre formation

#### MODALITÉS D'ÉVALUATION ET DE SUIVI

A amont de la formation : entretien permettant l'analyse des besoins du participant  
En début de formation : Audit linguistique en ligne (évaluation de votre niveau et définition de vos objectifs),  
L'évaluation des compétences est réalisée :  
> Par des exercices pratiques et/ou QCM, tout au long de la formation  
> Par le passage d'un test de certification en fin de formation  
Questionnaire d'évaluation à chaud en fin de formation, et à froid 90 jours après la formation.

Élargissements par session et/ou logs de connexion.  
Tutorat  
Certificats de réalisation.

#### TARIF

Les tarifs actualisés sont disponibles sur simple demande au 09 77 29 10 64 – [contact@school-box.fr](mailto:contact@school-box.fr) ou sur le site [www.school-box.fr](http://www.school-box.fr).

#### CONTACT

Pour toutes informations complémentaires, vous pouvez joindre nos conseillers formations au 09 77 29 10 64 – [contact@school-box.fr](mailto:contact@school-box.fr) ou sur le site [www.school-box.fr](http://www.school-box.fr)

#### Délais d'accès à la formation

Les inscriptions doivent être réalisées deux semaines avant le début de la formation.

#### ACCESSIBILITE AUX PERSONNES HANDICAPEES

Les personnes atteintes de handicap souhaitant suivre cette formation sont invitées à nous contacter directement, afin d'étudier ensemble les possibilités de suivre la formation.

#### CGV

Vous pouvez consulter nos Conditions Générales de Ventes sur simple demande au 09 77 29 10 64 – [contact@school-box.fr](mailto:contact@school-box.fr).

#### CERTIFICATION TOEIC

- Examen : en français, en ligne, d'une durée moyenne d'une heure
- Passage : fin de la formation, ou ultérieurement en télésurveillance
- Validité de la certification : 2 ans

#### DANS LE CAS DE FORMATIONS A DISTANCE

Il est nécessaire que le stagiaire :

- Possède un PC ou un Mac ou un Smartphone
- Une connexion internet stable
- Un navigateur Web récent
- Certains formateurs utilisent d'autres systèmes pour travailler à distance : dans tous les cas, le stagiaire en sera informé, et si nécessaire accompagné.