



**International  
House**  
London

**THE**

**EXECUTIVE**

**CENTRE**

Language training for career success



LANGUAGE TRAINING

FOR CAREER SUCCESS

We offer **executive language training courses** for busy professionals, who want to learn or improve their English in specific areas, to **enhance their careers**.

Our executive courses are run **exclusively for professionals**, aged 21 and above, and take place in **The Executive Centre**, complete with a **private social lounge** and **panoramic views** across the London skyline.

All **courses are bespoke** and created by our trainers to help you achieve your goals. Choose to learn what is important to you, in the time that you have available, and **achieve results that shine** long after the course ends.

“

The best thing about the course was the flexibility of the curriculum. It was based on our needs to learn the nuances of British English and delivered the goal.

Zafer, Lucozade & Ribena Suntory



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“

In a small class there is the opportunity to speak a lot. The teacher did a very good job teaching with a role play approach, so we can manage practical situations in real life.

Pietro Grondona

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OUR

COURSES

”

Lovely school with experienced teachers in a nice location in London.

Mathias Brachetti

Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English in the UK



**No.1 Language school  
in Central London**  
EL Gazette 2019 rankings based  
on BC inspection reports

### EXECUTIVE GROUP

Small group course with other professionals tailored to your goals

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HOW WILL

I BENEFIT?

No.1 language school in Central London\*, with courses built entirely to focus on your goals.

IH London has been teaching for over 65 years and is part of the global brand International House World, which now has 160 top schools in 52 countries.

\* EL Gazette, February 2019, page 23: [https://elgazette.com/elg\\_archive/ELG1902/mobile/index.html#p=23](https://elgazette.com/elg_archive/ELG1902/mobile/index.html#p=23)

”

Very useful lessons with really nice and skilled teachers. The environment of the school is warm and cosy. A really good experience.

Giovanni Rella

#### LANGUAGE TO MAKE YOU SHINE

You already have the business experience, but communicating with people in English can bring challenges: choosing the right way to say something matters for the clarity of the message, how it is received, and what people think about you.

#### AVOID LANGUAGE PITFALLS

The nuances of the English language are vast. There are many different ways to say the same thing, and people with English as a native language attribute meaning to each one – that meaning is not always obvious to non-native English speakers. You can be misunderstood, even if a dictionary says otherwise. We are here to help.

#### GAIN SKILLS AND CONFIDENCE WHERE YOU NEED A BOOST

Our professional language trainers can be your guide to gaining confidence in the language skills that matter most to you: presentations, written materials, or simply to improve your small talk and networking skills in English. Wherever you work, or want to work, it's about people and connecting with them – confidently.

#### SHORT COURSES TO ADVANCE QUICKLY

We understand our professional clients are busy and want to get the maximum benefit out of a short time with us. We work to your goals to ensure you excel in the language skills you want to focus on. We will help you get to the next step of your career.

#### PERFECT ENVIRONMENT TO FOCUS ON YOUR GOALS

You will have your own space, with calm and relaxing break-out areas, with quiet spaces for you to take calls and answer work emails (if necessary). Tea, coffee and refreshments are provided, as well as a range of newspapers, all complimentary. Free wi-fi throughout, of course.

#### EXPAND YOUR INTERNATIONAL NETWORK

We offer a range of guest talks and social events for you to meet other international business professionals. The world is more connected than ever and who you meet on a course at IH London could open doors for you.

# HOW DOES EXECUTIVE

# TRAINING WORK?

In short, it's all about you. Everything is personalised to your goals, your needs, your learning style and to make the most of the time you have available.

# 1

Before you start your course, we conduct a needs analysis, so we can design a course to suit you and what you want to achieve by the end of the course.

For example:

“ I want to focus on creating and delivering great presentations in English ”

“ I work in marketing and want to focus on creating engaging marketing materials in English ”

“ I am a Director and I want to focus on effective meetings in English ”

“ I am confident in my work but I need to create better working relationships with my clients and colleagues in English ”



# 2

The courses are practical with real-life work simulations and workshops to learn and practise the skills you want to focus on. This is the best way for our professional clients to learn, in a short space of time, and builds other skills such as creative thinking, critical thinking, teamwork, and confidence. You will learn exclusively with other professionals.

# 3

Everyone on an executive course is invited to our guest speaker talks and social events designed especially for our professional clients. This is a great way to boost your confidence using your English skills and grow your international network.

# 4

After your course, you will have three months free access to our online platform for professionals, with online lessons and resources, to continue your learning.



MEET THE HEAD OF

THE EXECUTIVE CENTRE

LARA PANZINI

Lara looks after all our professional clients and manages the academic team for the Executive Centre. Lara has been with IH London since 1992 and has been an academic manager since 1993. She has extensive teaching and training experience both in the UK and abroad.



“

Our teachers are passionate about the work they do and want to help you achieve your goals. The course is relevant to you and focused on your needs.

What I love most about my role is matching trainers to clients. The client's goals come first and then they are matched to a trainer with the skills and experience to fulfil those goals. It's this firm focus on your personal goals that make these courses special.

”



# EXECUTIVE CENTRE

## BENEFITS

The Executive Centre, with panoramic views across the London skyline, is reserved exclusively for our professional clients. You will also have access to all the other facilities and resources at the school.

International House London is an amazing place to learn *real* English, as well as to build relationships.

Silvio Jablonski

### YOUR PERSONAL DEVELOPMENT

-  Full needs analysis to design a course that suits you
-  All clients receive a personal assessment, regular progress checks and language coaching
-  All clients receive a certificate and can add the course to their CV to boost their employability
-  Networking events throughout your course to expand your network
-  End-of-course report, with CEFR level assessment, on request
-  Receive 3 months free online access to the Executive Online Resource Centre

### SPACE TO THINK

-  Exclusive executive access to the Sky Lounge
-  Break-out areas are calm and relaxing, with quiet spaces for you to take calls and answer work emails if required
-  Complimentary tea, coffee and refreshments
-  Complimentary range of newspapers and literature
-  Super-fast free wi-fi throughout

### MEET NEW PEOPLE

-  Business networking events with other clients and trainers
-  Dedicated and bespoke social programme for professional clients
-  Networking lunch every week, offering clients the opportunity to meet and network with other international professionals
-  Everyone on an executive course is invited to our guest speaker talks

### SERVICES FOR YOUR STAY

-  Every client receives a bespoke IH London welcome pack and stationery
-  All course materials are included
-  A full lending library and resource centre with over 10,000 books, journals and digital resources
-  Free printing from any of our computers
-  Accommodation services and team to help with your stay
-  Dedicated on-site Welfare Officer for your well-being
-  Full on-site café serving breakfast, lunch and refreshments
-  Booking service for airport transfers

# OUR CENTRAL LONDON LOCATION

We are based in the beautiful Covent Garden in central London, famous for its shops, cafés, restaurants and West End theatres. We are also close to the legal, financial and commercial centres of the capital.

# EXPLORE AND EXPAND YOUR KNOWLEDGE

We have a full social programme for our professional clients, that allows you to network, have fun and practise your English.

Many social activities are included with your executive course, including walking tours and guest speaker talks. For other activities, you only pay the attraction's entry fee and for your own food and drinks at dinners. Many museums and art galleries in the UK are free to visit.

## SAMPLE ACTIVITIES:

- › Theatre trips to famous shows such as Mamma Mia, Mousetrap and Phantom of the Opera
- › Cheese and wine evenings at Gordon's Wine Bar
- › Dinner with other professionals and a trainer at London's many fantastic restaurants
- › River boat trips along the Thames
- › Afternoon Tea
- › Museum visits, including special late night openings
- › Art gallery visits, including special late night openings
- › Quiz evenings
- › Guest speaker talks

Walking tours tailored to your interests: London Law Tour, London Finance Tour, London Museums Tour and London Fashion Tour.

We also run tours to destinations such as the Tate Modern, St Paul's Cathedral, Leicester Square, Chinatown, and the British Museum. Your guides will point out other places of interest along the way.

There are several tube stations within a 5-minute walk of the Executive Centre and we are only two tube stops away from King's Cross.



EXECUTIVE

GROUP

Small group course with other professionals tailored to your goals.

## KEY DETAILS

<b>Language level:</b>	A2 and above (A2 is elementary level). You will be placed in a group with people of a similar language level.
<b>Course length:</b>	Choose from 1 week or more
<b>Course days:</b>	Monday – Friday
<b>Class size:</b>	6 maximum
<b>Minimum age:</b>	21
<b>Lessons per week (each lesson is 55 mins)</b>	Choose from 15 or 30
<b>Lesson times:</b>	15 lessons: 09:00 – 12:00 or 13:15 – 16:15 30 lessons: 09:00 – 12:00 and 13:15 – 16:15
<b>Start dates:</b>	Every Monday (except UK public holidays)

## WHO IS THIS COURSE FOR?

This course is suitable for professionals who would like an intensive small group course to improve their English communication skills.

The direction of the course will be determined as a group with your trainer and adapted as needed as the course progresses, to ensure all goals are met. Topic examples include: language skills for effective presentations, negotiations or meetings, and language for marketing, sales, HR, management, leadership, and medical. You can choose any topic relevant to you with your trainer and group.

## OUTCOMES

By the end of this course, you will:

- › Communicate more effectively in a professional environment
- › Feel more confident in the chosen areas focussed on during the course
- › Have increased vocabulary in topics related to your professional working life.

## COURSE CONTENT

The executive group courses are kept small, a maximum of 6 participants, so the trainer can focus on everyone's goals.

You will be placed in a group with people of a similar language level (we will send you a language test to complete ahead of the course) and everyone in the group will be a professional, so you can share your experiences and learn from each other too.

On the first day, participants will discuss their needs together with the trainer who will build a course programme which focuses on the needs of the group. There will be skills others would like to focus on that would benefit you too and you can increase your knowledge of how other companies and sectors approach tasks relevant to you.

Although topics will be related to professional life, general grammar and everyday life topics will be integrated into the course to help you communicate with people in a working and non-working environment. This will be useful for building rapport with your colleagues and customers.

Throughout the course, individuals will also improve effectiveness skills such as confidence, critical thinking, emotional intelligence, resilience, creative thinking and innovation.

## COURSE BENEFITS

- › Guest speaker talks
- › Networking lunch every week
- › This course includes all Executive Centre benefits (see pages 12-15).

## PROGRESS TO

- › Achieving your next career step or project
- › Online lessons with a tutor after your course
- › Free three month access to our online learning platform for professionals
- › Another executive course to keep building your skills

## YOU MIGHT ALSO LIKE

- › Executive Combination ([page 22](#))
- › Executive Intensive ([page 18](#))

EXECUTIVE

INTENSIVE

Live with a personal language trainer and also attend group classes at The Executive Centre.

## KEY DETAILS

**Language level:** A2 and above (A2 is elementary level). You will be placed in a group with people of a similar language level for group class and you will have additional one-to-one lessons with your qualified host in their home.

**Course length:** Choose from 1 week or more

**Course days:** Sunday – Saturday

**Class size:** 6 maximum for group lessons  
1 for private tuition

**Minimum age:** 21

**Lessons per week (each lesson is 55 mins):** 15 group lessons at The Executive Centre  
10 hours of one-to-one tuition with your host  
2 accompanied private excursions (including a full day at the weekend)

**Lesson times:** 09.00-12.00 or 13.15-16.15 for group classes  
Host tuition to suit schedule

**Start dates:** Every Sunday (arrival day with host family)

## WHO IS THIS COURSE FOR?

People who would like a fully immersive experience, staying with a professional language trainer, receiving one-to-one tuition and guided trips around London. You'll also benefit from attending group classes at The Executive Centre, meeting other professionals and working in a team.

## OUTCOMES

By the end of this course, you will:

- › Feel more confident in professional business situations
- › Feel better prepared for specific business tasks you need to do in your job
- › Feel more confident in the chosen areas focussed on during the course.

## COURSE CONTENT

Choose to study for one week or more. Each week your course includes:

- › 10 hours of personalised one-to-one professional English language training from your host in their home or around London
- › 15 Executive Group sessions at The Executive Centre at IH London
- › Two accompanied private excursions with your host (including a full day at the weekend)
- › Full access to the executive social programme at IH London

The group lessons provide the opportunity to practise English in a professional environment and share experiences with peers. You will be with people of a similar language level as you (we will send you a language test to complete ahead of the course).

On the first day, participants in the group will discuss their needs together with the trainer who will build a course programme which focuses on the goals of the group.

The individual lessons with your host tutor will follow on from what you have studied in the group sessions and you can also choose to study different topics that are of particular interest to you.

Your stay with your language trainer host will be in Executive Homestay, with your own private bathroom. Your host will provide breakfast and dinner, and there are many cafés and restaurants in London to experience for lunch. IH London also has an on-site café serving food and drink all day.

## COURSE BENEFITS

- › Networking lunch every week
- › Certificate to add to your CV
- › This course includes all Executive Centre benefits (see pages 12-15).

## PROGRESS TO

- › Achieving your next career step or project
- › Online lessons with a tutor after your course (one free lesson included with your course)
- › Free three month access to our online learning platform for professionals
- › Another executive course to keep building your skills

## YOU MIGHT ALSO LIKE

- › Executive One-to-One ([page 20](#))
- › Executive Group ([page 16](#))
- › Executive Combination ([page 22](#))

## EXECUTIVE

## ONE-TO-ONE

Your own language trainer  
focused exclusively on your goals.

## KEY DETAILS

<b>Language level:</b>	All levels welcome. The course is created for you.
<b>Course length:</b>	You choose the number of weeks
<b>Course days:</b>	Choose lessons Monday – Friday
<b>Class size:</b>	You and your trainer
<b>Minimum age:</b>	21
<b>Lessons per week:</b> (each lesson is 55 mins)	Choose from 5, 10, 15, 25, 30 or 35
<b>Lesson times:</b>	Lessons will be arranged to suit you
<b>Start dates:</b>	You choose any day, any week. (Usually Monday – Friday, weekends also available on request)

## WHO IS THIS COURSE FOR?

The Executive One-to-One course is for people who want a course that is 100% personalised to their needs and objectives.

You might be preparing for a new job role and need to rapidly improve your knowledge of professional English, you might be preparing for a presentation and want your language skills to help make it stand out, or you might need to master the language for an exam you are taking to boost your career.

You might just prefer the learning style of having a trainer solely focused on your goals.

## OUTCOMES

Your learning outcomes will be based entirely on your individual needs. These will be clearly defined with you at the start of the course. Your progress towards achieving these goals will be monitored closely throughout the course, so that changes can be made rapidly to ensure you are on the right track to success.

- › language for leaders
- › language for appraisals
- › language for written communication (effective emails and report writing)
- › language for marketing and advertising

Prepare for an exam

- › Cambridge English
- › IELTS
- › Linguaskill

The choice is yours.

The course is highly flexible and adaptable – as your needs change, so does the course. The course will be adapted to your learning pace and style.

## COURSE CONTENT

We start by talking to you about what you'd like to achieve and improve on and build a course around you. Using your needs analysis prior to the start of the course, we will pair you with the most experienced trainer in your focus area.

Some areas people choose to focus on are:

- › Banking and Finance
- › Human Resources
- › Information Technology
- › Journalism
- › Law
- › Marketing
- › Medicine
- › Oil & Gas
- › Politics & Diplomacy
- › Pharmaceutical

You might prefer to focus on specific skills instead such as:

- › language for presentations
- › language for meetings

## COURSE BENEFITS

- › Bespoke social programme for professionals
- › This course includes all Executive Centre benefits (see pages 12-15).

## PROGRESS TO

- › Achieving your next career step or project
- › Online lessons with a tutor after your course
- › Free three month access to our online learning platform for professionals

## YOU MIGHT ALSO LIKE

- › Executive Combination ([page 22](#))
- › Executive Intensive ([page 18](#))

# EXECUTIVE COMBINATION

Combine a small group course with one-to-one coaching.

## KEY DETAILS

<b>Language level:</b>	A2 and above (A2 is elementary level). You will be placed in a group with people of a similar language level for group class and you will complement these with bespoke one-to-one classes.
<b>Course length:</b>	Choose from 1 week or more
<b>Course days:</b>	Monday – Friday
<b>Class size:</b>	6 maximum for group lessons 1 for individual tuition
<b>Minimum age:</b>	21
<b>Lessons per week (each lesson is 55 mins):</b>	15 group lessons and choose either 10 or 15 lessons of one-to-one tuition
<b>Lesson times:</b>	Group course either 09:00 – 12:00 or 13:15 – 16:15. Individual lessons take place either in the morning or the afternoon
<b>Start dates:</b>	Every Monday (except UK public holidays)

## WHO IS THIS COURSE FOR?

This course is suitable for professionals who would like to benefit from both the interaction with peers in a group and entirely personalised individual lessons.

## OUTCOMES

By the end of this course, you will:

- › Feel more confident in professional business situations
- › Feel better prepared for specific business tasks you need to do in your job
- › Feel more confident in the chosen areas focussed on during the course.

## COURSE CONTENT

The group lessons provide the opportunity to practise English in a professional environment and share experiences with peers. You will be with people of a similar language level as you (we will send you a language test to complete ahead of the course).

On the first day, participants in the group will discuss their needs together with the trainer who will build a course programme which focuses on the goals of the group.

The individual lessons can be solely focused on the skills you want to develop the most. Some areas people choose to focus on are:

- › Banking and Finance
- › Human Resources
- › Information Technology
- › Journalism
- › Law
- › Marketing
- › Medicine
- › Oil & Gas
- › Politics & Diplomacy
- › Pharmaceutical

You might prefer to focus on specific skills instead such as:

- › language for presentations
- › language for meetings
- › language for leaders
- › language for appraisals

- › language for written communication (effective emails and report writing)
- › language for marketing and advertising

The choice is yours.

## COURSE BENEFITS

- › 3 months free online access to the Executive Online Resource Centre
- › Guest speaker talks
- › This course includes all Executive Centre benefits (see pages 12-15).

## PROGRESS TO

- › Achieving your next career step or project
- › Online lessons with a tutor after your course
- › Free three month access to our online learning platform for professionals
- › Another executive course to keep building your skills

## YOU MIGHT ALSO LIKE

- › Executive One-to-One ([page 20](#))
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- › Executive Intensive ([page 18](#))



HAYAT

BOUFFARRACHEN

“

I appreciated the cultural diversity and the richness of the educational and linguistic offer. The courses were well planned in order to achieve the objectives expressed by the customers within registration.

As a Moroccan MP working in the field of policy, I think mastering many languages, especially English, is a very useful tool for foreign policy and multilateral relationships. All members of parliament need to use English in the area of bilateral meetings all over the world.

I recommend IH London for many reasons: the first, for its history in teaching languages; the second, for the accumulation of experience of managing different nationalities, profiles, specific needs and socioeconomic categories of customers; and lastly for its know-how.

Hayat Bouffarrachen, MP for Morocco  
Executive Combination course

## ONLINE TRAINING

## FOR PROFESSIONALS

If you prefer learning online, or want to continue your learning after your course in London, we have online training options designed for professionals.

### ONE-TO-ONE LIVE ONLINE LESSONS

Book online one-to-one sessions with a professional language trainer for help with specific goals when you need it the most. Prepare for a job interview or a big presentation, without even leaving your desk.

- › 6 hour lesson packages, which can be divided into time slots to suit you
- › A session can last 30 minutes to an hour – you choose
- › Available from 7am to 10pm UK time, 7 days per week
- › You will get a dedicated trainer, that is matched to your needs, and it will be the same trainer you see each time. (If for any reason you'd like to change your online tutor, that's absolutely fine too).

Once you are signed up, we will send you a link to your video session page and agree a time with your tutor that suits you for your video lessons.

It's that simple.

### EXECUTIVE ONLINE RESOURCE CENTRE

All our executive courses give you free access to this resource for three months after your course. You can choose to pay for longer access and it's available to book as a standalone option.

You can pause any of the lessons whenever you need to and simply start again where you left off. Available on iOS and Android mobile devices.

Your trainer can recommend specific courses that would benefit you. Courses on the platform include:

#### BUSINESS SPEAKING

Business Speaking is designed for intermediate and upper-intermediate learners. The course offers focused, effective practice of English skills in over 30 common business settings.

Subject areas include: meetings and discussions; negotiations and sales; presentations and questions and answer sessions; problems and complaints; projects and plans; small talk and networking; telephoning and conference calls.

You will be exposed to over 600 key business expressions in natural contexts that feature speakers from six different countries including the USA, UK, Canada, Australia, Singapore and India.

This course has 30 lessons (60 hours of content).

#### PRACTICAL ENGLISH

Practical English is a general English course for elementary to advanced level learners that helps improve your core English skills.

The course offers a highly personalised learning formula to identify weak areas, and to continually provide study material that address individual needs, as you work through the course.

At the start of the course, you will complete a diagnostic test to assess your abilities in listening, reading and grammar. The results are then used to suggest the most suitable lessons to maximise learning.

Content areas include: business; everyday life; leisure and entertainment; people and relationships; nature and the environment; society; travel and transportation.

This course has 194 lessons (350 hours of content).

#### WORDMINE

Wordmine is designed for learners of all levels. The series is comprised of general vocabulary and 22 specialised subject areas that will help you master hundreds of new words in context.

You can personalise your own learning within the course.

Subject areas include: general English; medical; legal; accounting; general business (3 levels); meetings; negotiations; presenting; telephoning; management; retail; hospitality; financial; engineering; insurance; and pharmaceutical.

This course has 330 hours of content and 6,500 words to learn. You can increase your vocabulary in just 15 minutes a day.

## BESPOKE TRAINING COURSES

## FOR COMPANY GROUPS

Colleagues can learn together and boost the whole company.

We can deliver training around your business schedule, including daytime, evening or weekend training.

If you'd like your team to step away from the office, you are very welcome at The Executive Centre, or we can deliver in-company training at your location anywhere in the world.

We can create bespoke programmes for all levels and industries, to focus on the areas where you need it most. Example programmes include cross-cultural communication skills, business language for managers and language training for the fashion industry.

We start with a conversation. We listen to what you would like to achieve, what your current capabilities are and discuss the most practical, cost-effective way of working with you. We'll create a proposal which details course objectives, training design, delivery, course reporting, feedback, review and assessment processes and full costs.

We make a difference to each individual, bring teams together and demonstrate results to the company.

We are also able to offer company training in other modern languages, in addition to English, including: Arabic (modern standard; some regional dialects available upon request), Brazilian Portuguese, French, German, Italian, Japanese, Korean, Mandarin, Portuguese, Russian and Spanish. We can offer training in even more languages. Contact us with your requirements and we'll put together a course for you.

### OUR

### CLIENTS

We have worked with top clients, including Abercrombie & Fitch, Bank of London & the Middle East, Café Rouge, Corinthia Hotel, Expedia, The Fairtrade Foundation, Fedex, The Foreign & Commonwealth Office, The Guardian, Gucci, Harrods, Sainsbury's, Speak the Speech, Stella McCartney, Sony Music, Swarovski, Transport for London and Travelzoo (Europe) Ltd

## A LANGUAGE TRAINING CASE STUDY:

### ABERCROMBIE & FITCH

Abercrombie & Fitch Co., through its subsidiaries, operates as a specialty retailer of casual apparel for men, women and children. It operates through three segments: U.S. Stores, International Stores and Direct-to-Consumer. The company was founded in 1892 and runs thousands of stores worldwide.

#### THE CHALLENGE

Store managers who had English as their mother tongue were being assigned overseas to open retail stores in high profile shopping areas worldwide, including most of Europe, Japan, South Korea and China.

They were tasked with recruiting an entire team of local managers and store staff in a very short time. Most managers were complete beginners in the target language and had little to no experience of the culture of the country they were being assigned to.

#### OUR SOLUTION

We designed bespoke intensive language training courses with a global delivery. Courses were delivered pre-departure or on-arrival at International House London and in International House schools worldwide where required, including Berlin, Amsterdam, Paris, Rome, New York, Beijing, Hong Kong, Tokyo and Seoul.

Syllabus and materials were company specific at all times. Courses combined general language skills and work specific language. Cultural awareness modules were integrated in the language programme throughout.

The solution included a customised online learning support platform, enabling participants to pick up lesson notes, materials and access complementary resources.

#### RESULTS

Managers consistently achieved an operational language level by the end of their course and were aware of the social and business culture of their destination country. They were ready to relocate and achieve their own business objectives set by the client.



## WHAT DO OUR COMPANY

## GROUP CLIENTS SAY?

“

Due to the culture and language immersion systems at International House, I was able to learn a new language much faster than I had anticipated. My time at International House not only established a foundation for professional success, but also allowed for personal growth that aided in living in my new country of residence.

Chris, Abercrombie & Fitch

See more clients and case studies on our website at [ihlondon.com](http://ihlondon.com)

”

The course was brilliant. International House made extensive enquiries beforehand to find out exactly what we wanted so that the programme was entirely bespoke to suit our challenges. The days flew by and were led by a vastly experienced and knowledgeable facilitator.

Jonathan, Speak the Speech

”

We work with hundreds of people in our stores every day (customers and associates), and our 2 month intensive language training allowed us to break down any barriers our languages may have created. International House not only prepared us for daily social situations, but also went above and beyond to create specific work scenarios we would encounter on a daily basis making our transition into a foreign country that much easier.

Kelly, Abercrombie & Fitch

“

I enjoyed the course very much and I am very happy about the teacher – she is excellent! So much so that I have already recommended her to another colleague here at Travelzoo.

Raffaele, Travelzoo (Europe) Ltd

”

My course was perfect! The best thing was how much I saw myself improve.

JJair, Corinthia Hotel

# QUALIFICATION COURSES

# FOR PROFESSIONALS

Courses to gain specific professional qualifications for your career.

## PRINCE2® PROJECT MANAGEMENT

PRINCE2® is the world's standard project management methodology used by organisations including the United Nations, Home Office, and the NHS.

It is used across industries such as civil service, oil and gas, construction, IT, banking, engineering, marketing to name a few and can be applied to any type of project within any industry sector.

This accredited one week course is for people who already have an advanced level of English who want the skills and confidence to successfully manage projects, in any industry and any size of business.

### THE 7 PRINCE2® MODULES:

1. Starting up a project
2. Initiating a project
3. Directing a project
4. Controlling a stage
5. Managing stage boundaries
6. Managing product delivery
7. Closing a project

## OCCUPATIONAL ENGLISH TEST PREPARATION

The Occupational English Test (OET) is a test for healthcare professionals.

The OET is used in the UK, Australia, New Zealand and Singapore among others to assess the Medical English skills of a wide range of healthcare professionals, including doctors, nurses and midwives.

By taking one of our OET preparation programmes, you will learn techniques and strategies that will help you achieve the score you need.

Our courses cover:

- › Real healthcare scenarios so you'll feel more confident on test day
- › Developing language skills, essential for success in your career
- › Full exam practice with our face-to-face courses

Our courses are based on bespoke material, written specifically for your profession and to help you pass the OET test.

We were one of the first schools in London to offer face-to-face OET preparation courses for medical English and we have been awarded Premium Provider status by the OET.

We have a range of options, both at IH London and online.



Contact [sales@ihlondon.com](mailto:sales@ihlondon.com) or see our website for more details and start dates. These courses are available to book for individuals and for groups.



MEET SOME

OF OUR TRAINERS

IH London is a pioneer in language teacher training and is proud to have a highly qualified team of trainers from around the world.

In addition to being trained, qualified and experienced English teachers, our trainers have many years' professional experience including: contacts throughout the legal, financial and commercial world, experience working with top management, gaining MBA and other business qualifications, knowledge of many world languages, experience of living in many countries and many have run their own businesses.



#### DANIELLE CAPRETTI

Danielle has lived and worked in 14 countries, specialising in the field of legal English. An honors graduate of the Syracuse University School of Law, she has worked with lawyers, judges and civil servants in England, Italy, Estonia, Finland and Romania. She has also taught at universities preparing students for legal English qualifications in Germany, Croatia, Albania and Wales.

#### ALAN CARGYL

Alan was previously an Assistant Director of Studies in International House Poland. In his twenty years at The Executive Centre, Alan has been a frequent speaker at conferences and events. He holds a BA (Hons) degree and the highest qualification for English language teachers offered by language schools (the Delta, previously DTEFLA).



#### MELANIE BRYANT

Melanie has been teaching for 27 years. Her wide-ranging experience includes delivering specialist courses in marketing, human resources, management, finance, journalism, politics & diplomacy and English for veterinary surgeons. In her classes at IH London, she has taught international sportsmen, CEOs of large multinationals, famous actors and TV presenters, as well as highly motivated, bright young professionals on the career ladder.



#### HELEN GRAY

Helen has had extensive teaching experience both in the UK and abroad. She worked for an international business school in the role of a business trainer and an academic manager before joining The Executive Centre at IH London. Elena has a BA in English Language and Literature and the Cambridge Delta. She completed an MA course in Linguistics and Business Administration. She speaks French, Russian and is studying Italian.



### NICK HAMILTON

Nick has been teaching since 1983, working in Germany, Turkey, Poland, Lithuania, France, China, Russia and the UK. He has an MA from Edinburgh University and the RSA Diploma in English language teaching. He speaks at many industry conferences, specifically about Business English, and he co-wrote the book *Five Minute Activities for Business English*, published by Cambridge University Press.



### ANYA O'SULLIVAN

Anya has been teaching for over four years and has a Masters in Sociocultural Linguistics from Goldsmiths University. She has taught in Australia, Tokyo, Seoul and the UK.



### CHARLES LOWE

Charles has been working for IH London since 1975, with breaks for teaching in Sudan, Poland, Japan, Spain, and Morocco. His professional roles include: teacher, teacher trainer, business English teacher, business English teacher trainer, school director, and lecturer at London University.



### SALLY PALETI

Sally joined The Executive Centre IH London in 2010 and teaches a diverse range of our clients in a wide range of sectors, including: HR, retail, management, management consultants, pharmaceutical, marketing, law, advertising/design, business owners – and more. She also teaches in finance, including our regular HSBC clients. Sally worked in the pharmaceutical industry for almost 20 years, in management roles and with her own marketing communications company. She is currently studying for the Graduate Diploma in Law at university part-time.



### IONA MCCALL-JUDSON

Iona has a history degree, a Graduate Diploma in Law and completed the Legal Practice Course. She also worked at one of the UK's top city law firms, Macfarlanes LLP, where she qualified as a solicitor and specialised in Commercial Real Estate. After several years as a practising solicitor, Iona went on to qualify as a teacher and was awarded her CELTA (Certificate in Teaching English To Adults) at International House London in 2018.



### OZLEM BIRGUL YUGES

Ozlem has an MA from the University of Westminster and is studying for her PhD in Trainer Training in Intercultural Communication. She has been teaching English since 2007 and has been with The Executive Centre since 2017. She holds multiple language training certificates including TEFL, TESOL, and CELTA. In addition to teaching, she also works for ICC-Europe's Language Association.

# ACCOMMODATION

## IN LONDON

We have our own accommodation team that can help organise your stay in London.

If you prefer to book your own accommodation yourself or through your company, that's absolutely fine too. London has many excellent hotels to choose from.



## CHAPTER

## KINGS CROSS

Close to the central King's Cross St Pancras train station, Chapter King's Cross is a premium student residence with great modern facilities including a cinema and gym.

## EXECUTIVE

## HOMESTAY

Live with an English-speaking host and immerse yourself in British culture. Executive homestays offer larger rooms in really nice areas of London. Executive hosts are usually professionals or retired professionals.

**ROOM TYPE:** Single room with private bathroom

**ZONE:** Options in zones 2, 3 and 4

**DISTANCE FROM EXECUTIVE CENTRE:** varies and information can be provided



**INTERNET:** free wi-fi



**MEAL OPTIONS:** Breakfast only | Breakfast and 4 evening meals | Breakfast and evening meals 7 days a week



**BILLS:** inclusive of all utility bills



**LAUNDRY:** free facilities, once a week



**LINEN:** all linen provided

**ROOM TYPE:** Studio with en suite bathroom and kitchenette

**FACILITIES:** On-site gym, cinema room, games area with table tennis, pool table and table football, study areas, social spaces and courtyard.

**ZONE:** Options in zones 2, 3 and 4

**DISTANCE FROM EXECUTIVE CENTRE:**



15mins



20mins



30mins



**INTERNET:** free wi-fi throughout



**MEAL OPTIONS:** self-catering (own kitchenette)



**BILLS:** inclusive of all utility bills



**SECURITY:** 24/7 on-site team, CCTV outside and inside, electronic photo swipe-card entry



**LAUNDRY:** washing machine and dryers are available (small charge)



**LINEN:** bed linen provided (bring own towels)



STRAND

PALACE HOTEL

In the heart of London, where the city meets the West End. Multilingual staff and a concierge service will ensure you have everything you could want from your stay in London.



**ROOM TYPE:** standard, deluxe and superior rooms (all en suite with flat-screen TVs)

**FACILITIES:** free on-site gym, Gin Palace cocktail bar, lounge bar, Sacred Café, Joe Allen Restaurant (New York-style brasserie), Haxells Restaurant and Bar serving modern British dishes all day, including Afternoon Tea.

**ZONE:** 1

**DISTANCE FROM EXECUTIVE CENTRE:**



11mins



**INTERNET:** free wi-fi



**MEAL OPTIONS:** cooked and continental buffet breakfast | many restaurants and cafés at the hotel and in the surrounding area



**SECURITY:** 24/7 reception, room service and security



**BILLS:** inclusive of all utility bills



**LAUNDRY:** laundry and dry-cleaning services can be arranged



**LINEN:** all bed linen and towels provided

**FIND OUT MORE:** [strandpalacehotel.co.uk](http://strandpalacehotel.co.uk)



CITADINES

COVENT GARDEN

FURNISHED APARTMENTS

Your own apartment and space, while discovering a new city and learning with us. Feel the comfort of home within the bustling capital city.



**ROOM TYPE:** studio, studio deluxe and one bedroom apartments with fully equipped modern kitchen, bed area, en suite bathroom and a living area with flat-screen TV.

**FACILITIES:** on-site gym, business corner on the ground floor is reserved for executives, weekly housekeeping service, delivery shopping and dry cleaning.

**ZONE:** 1

**DISTANCE FROM EXECUTIVE CENTRE:**



7mins



**INTERNET:** free wi-fi throughout



**MEAL OPTIONS:** self-catering (Waitrose is opposite or you can have food delivered) or visit one of the many restaurants and cafés in the area



**BILLS:** inclusive of all utility bills



**SECURITY:** 24/7 security and CCTV



**LAUNDRY:** laundrette with laundry and dry-cleaning services



**LINEN:** all bed linen and towels provided

**FIND OUT MORE:** [citadines.com](http://citadines.com)



## PERSONALISED SERVICE

## FROM THE START

Once your enquiry has been received you will be appointed a dedicated sales manager to manage all aspects of your booking.

Contact [sales@ihlondon.com](mailto:sales@ihlondon.com)  
+44 (0) 20 7611 2472

“

I really enjoyed the different activities organised by IH London, discovering things you may not know if you came to London only as a tourist.

Flavia Tagliacotti

”

The teachers are very well prepared. The one to one class is great because I can learn and practice any difficulties. People in IH London are very nice. Very good experience for me.

Vera Carvalho de Andrada Dodsworth

**Contact us:**

Online: [ihlondon.com/contact](http://ihlondon.com/contact)

Telephone: +44 (0)20 7611 2400

Email: [sales@ihlondon.com](mailto:sales@ihlondon.com)

Find out more online: [ihlondon.com](http://ihlondon.com)

**16 Stukeley Street**

Covent Garden

London WC2B 5LQ

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 [linkedin.com/company/international-house-london](https://linkedin.com/company/international-house-london)

 [instagram.com/ihlondon](https://instagram.com/ihlondon)

 [ihlondon](https://whatsapp.com/ihlondon)



THE

EXECUTIVE

CENTRE

Dates and fees 2020



EXECUTIVE GROUP - 15 LESSONS PER WEEK (AM OR PM)		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	Every Monday (except public holiday)	£635
EXECUTIVE GROUP - 30 LESSONS PER WEEK		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	Every Monday (except public holiday)	£1195
EXECUTIVE INTENSIVE - GROUP AND HOME TUITION		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	Every Sunday (arrival at host family)	£2420
EXECUTIVE ONE-TO-ONE*		
LESSONS	START DATES 2020	PRICE PER COURSE
5	Flexible	£450
10	Flexible	£900
15	Flexible	£1220
20	Flexible	£1600
25	Flexible	£1975
30	Flexible	£2300
ONLINE LESSONS	START DATES 2020	PRICE PER HOUR
Minimum 6 lessons	Flexible	£70
EXECUTIVE COMBINATION - 25 LESSONS PER WEEK		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	Every Monday (except public holiday)	£1448
EXECUTIVE COMBINATION - 30 LESSONS PER WEEK		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	Every Monday (except public holiday)	£1855
EXECUTIVE ONLINE RESOURCE CENTRE †		
MONTHS	START DATES 2020	PRICE PER LESSON
3	On demand	£45
BESPOKE TRAINING COURSES FOR COMPANY GROUPS		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	On demand / see website	Enquire for quote
QUALIFICATIONS FOR PROFESSIONALS (OET AND PRINCE2)		
WEEKS	START DATES 2020	PRICE PER WEEK
1+	On demand / see website	See website or enquire

\* Weekend One-to-One face-to-face lessons are available when a minimum of 3 lessons are booked for one session. Price: £270. Additional lessons are bookable at £90 per lesson.

† Receive 3 months free online access to the Executive Online Resource Centre with any Executive face-to-face course. You can choose to pay for longer access and it's available to book as a standalone option. Registration fees are not applicable for online courses.

ACCOMMODATION	
RESIDENCES	PRICE PER WEEK
Chapter Highbury, single en-suite	£330
Chapter Kings Cross, single studio	£435
The Strand Palace rooms	from £170 per night
Citadines Apartments	from £220 per night
STANDARD HOMESTAY	
Single room with breakfast	£200
Single room with breakfast and 4 evening meals	£235
Single room with breakfast and 7 evening meals	£260
Twin room with breakfast	£170 per person
Twin room with breakfast and 4 evening meals	£195 per person
Twin room with breakfast and 7 evening meals	£225 per person
SUPERIOR HOMESTAY	
Single room with breakfast	£245
Single room with breakfast and 4 evening meals	£280
Single room with breakfast and 7 evening meals	£305
Twin room with breakfast	£205 per person
Twin room with breakfast and 4 evening meals	£240 per person
Twin room with breakfast and 7 evening meals	£270 per person
EXECUTIVE HOMESTAY WITH PRIVATE BATHROOM	
Single room with breakfast	£290
Single room with breakfast and 4 evening meals	£325
Single room with breakfast and 7 evening meals	£350
Twin room with breakfast	£250 per person
Twin room with breakfast and 4 evening meals	£285 per person
Twin room with breakfast and 7 evening meals	£310 per person
HOTELS, APARTMENTS AND GUEST HOUSES	
We have a number of special rates with hotels that are close to the school. Our full-time accommodation service in the school is here to look after you.	

IMPORTANT INFORMATION	
<p><b>There is an accommodation booking fee of £45.</b> Our accommodation charges are for 7 nights, arriving Sunday and departing on Sunday. Most homestays and residences can be booked for a minimum of one week. You can extend your accommodation after you arrive, rooms are subject to availability, so please speak to our accommodation department. Sometimes we use agencies to help us to find extra accommodation, which will be organised through our team. We can arrange for you to share a room with a friend, provided you book for identical dates and both of you are studying at the school.</p>	
SUMMER SUPPLEMENT	
<p>There is a £45 per week summer supplement fee for residential and homestay from Sunday 05 July to Sunday 30 August 2020.</p>	
TRANSFERS	
AIRPORT	PRICE PER PERSON
Heathrow (one way)	£99
City (one way)	£99
Gatwick (one way)	£99
Luton (one way)	£99
Stansted (one way)	£99
Shared Transfer (one way)	£70
RAIL TRANSFERS	
St Pancras, Eurostar	£70
<p>Transfers should be booked in advance. For return transfers, participants can book in advance or at the school when they are studying.</p>	
COURSE REGISTRATION FEE	
£98	
INSURANCE	
<p>£6.50 per week. View the insurance policy at: <a href="http://ihlondon.com/useful-information/insurance/">ihlondon.com/useful-information/insurance/</a></p>	
PUBLIC HOLIDAYS	
<p>There are no lessons or start dates on UK public holidays: 01 January, 10 April, 13 April, 08 May, 25 May, 31 August, 25 December 2020.</p>	

## TERMS AND CONDITIONS

By making a booking with International House Trust (trading as 'International House London') you agree to the terms and conditions as set out below. Unless specifically agreed in writing, these conditions have precedence over any other communications.

If you have made a booking via an agency, then your contract is with the agent and not with International House London.

### Course availability and cancellation

Every attempt will be made to place students on the course of their choice. However, we cannot guarantee a particular course and timetable until the student has taken an entry test and, for some teacher training courses, had an interview. In the event of insufficient applications for a course, the school reserves the right to offer an alternative course of equal value or a refund.

### Age

For Executive English programmes the minimum age is 21.

### Insurance

It is highly recommended that all students have comprehensive travel insurance. Insurance is included in the price of our young learner courses. For other students we can provide competitively priced student insurance for £6.50/week. Please see [www.ihlondon.com/faq/is-insurance-included-in-the-course/](http://www.ihlondon.com/faq/is-insurance-included-in-the-course/) for more details.

### British immigration regulations

If the student is a non-EU applicant, they may require a student visa. It is your responsibility to obtain this visa and we are not responsible if a student obtains the wrong visa. If you require a visa and arrive without one, you will not be eligible to attend the school. Please note that all non-EU students must study for a minimum of 15 hours per week to comply with British immigration regulations.

A course may be terminated at any point

during its duration if a participant is found not to have leave to remain in the UK or breaches the conditions under which they are in the UK.

### Visa applicable support

For the latest information about student visas for the UK, see our [Getting a visa](#) page or visit the [www.gov.uk](http://www.gov.uk) website.

We are a Tier 4 Sponsor under the UKVI's points-based system (no. 5BY3ENNA5) and we will provide the documentation required for students to apply for study visas where applicable. Documentation in support of study visa applications will only be provided after all fees have been paid.

The school has a legal obligation to collate and maintain application information, as well as passport and visa data, and inform the Immigration Authorities of those students whose attendance falls below the standard required by their visa.

If a visa application is unsuccessful, yet all documentation was correctly submitted, please send a copy of the visa refusal letter to our admissions team. A course fee refund will be issued when we receive this document.

For advice on visa regulations, please visit the following website: [gov.uk/browse/visas-immigration/student-visas](http://gov.uk/browse/visas-immigration/student-visas). Alternatively, you can contact the British Embassy in your country.

### Attendance and student holidays

Students are expected to attend lessons regularly and on time. Providing at least four weeks' notice is given, students attending courses of 24 weeks or more may take a break of two weeks without losing their course fee for the period that they are absent. Students forfeit course fees if they are late, absent, or leave before the course ends. Additionally, holidays cannot be taken during exam preparation courses.

### Public Holidays

Unless otherwise stated there are no classes

on public holidays applicable to England. Additionally, there will be no classes from Friday 25th December 2020 until classes restart on Monday 4th January 2021.

### Airport and railway station transfers

We can provide transport from your airport or train station to your accommodation at prices stated in our price lists. Once booked these fees are non-refundable irrespective of whether or not the service is used. These fees must be paid at least six weeks before the transfer date.

### Code of Conduct

The school reserves the right to terminate an enrolment without issuing a refund, where a participant's behaviour is such that it would be unreasonable for them to continue their studies.

### Special offers

Discounts cannot be applied retrospectively to existing bookings and only one discount can be applied to a booking.

### Variation to fees

We usually set, and hold, our fees for a calendar year. Fees are chargeable based on the fee for the course published in the brochure for the year in which you choose to study. However, if you book a course before 1st October for the following year you may choose to be charged the fee applicable in the previous year. Please note that if you extend your course, additional weeks will be chargeable at the fee applicable on the date you extend your booking.

### Deposits

All our courses require a deposit at the time of booking. Deposits are non-refundable, except under the visa refusal conditions detailed above. Deposits for individual students are £450, unless this is more than the course fee. Deposits for group bookings are 10% of the total course fee.

Subject to a small leeway, to allow for funds to be transferred, until the deposit is

paid, the 'booking', remains a quotation or an allocation, and the place(s) are not confirmed; they may be sold to another person.

### When tuition fees are due

For courses starting within eight weeks the full fee is due at the time of booking. If not paid via our online booking system an invoice will be raised and payment expected on receipt.

For bookings more than eight weeks before commencement, fees, less deposit, are due six weeks before the commencement of the course.

We do not allow students owing fees to register for their class or enter our accommodation. Students unable to pay any balance at registration will be turned away and, where applicable parents, agents or sponsors informed. Students under 18 will be passed across to the care of local government social services.

### Accommodation Fees

If you book a residence or family homestay accommodation through us, you need to pay six weeks in advance of your arrival. If you change your accommodation requirements, we can provide a refund as specified below:

- More than six weeks before arrival – full refund
- Between six weeks and three weeks before arrival – full refund less one week
- Less than three weeks before arrival – full refund less three weeks
- After the arrival date – full refund less four weeks

### Other Charges

We charge a registration fee of £98 to cover our costs in processing your application and

issuing your student card. This fee is not payable by existing students, re-enrolments within a year of leaving, modern language courses, or young learner courses. This fee is due upon booking.

We charge an accommodation fee of £45 to cover our costs in finding you suitable accommodation, either in a student residence or in homestay accommodation. This fee is due upon booking the accommodation.

We understand that you may want to change your course once you are studying with us. Subject to spaces being available you can make changes to your course on payment of £20. Similarly, we understand that you may want to change your accommodation, and subject to availability, we can arrange this, subject to a fee of £40.

### How to Pay

All fees are stated in GBP. We accept cash at our Stukeley Street Reception. For currencies other than GBP you will be charged the exchange rate applicable at the time of booking plus a handling fee dependent on the currency and amount.

Alternatively, you may pay by card (MasterCard, Visa or JCB) via our website at the time of booking, or by phone. You can also pay via Flywire ([www.flywire.com](http://www.flywire.com)) or bank transfer to 30-65-41, 37995568. Please quote your name in the reference section.

We do not make any charges for payments. We are not responsible for any bank service fees; it is the responsibility of the student to cover any fees required to ensure that we receive the full student fee. Always quote the student number on bank transfers.

### Force Majeure

In the event of 'force majeure', such as fire, flooding, infectious diseases and other events outside our reasonable control which may cause the closure of the school, no refund

of fees will be made to students, except at the school's discretion in exceptional circumstances.

### Your right to cancel

Because we understand that plans change and that you may need to cancel or postpone your study, we have generous cancellation arrangements for most of our courses. The information below relates to tuition fees and excludes the deposit and registration fee which is always non-refundable:

- Up until six weeks before the start of the course – full refund
- Between five weeks and two weeks – 50% tuition refund
- Between two weeks and the day before your course starts – 30% refund
- After course has commenced – no refund

Once your enquiry has been received you will be appointed a dedicated sales manager to manage all aspects of your booking.

Contact [sales@ihlondon.com](mailto:sales@ihlondon.com)  
+44 (0) 20 7611 2400

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House**  
London

