

## Mandarin for Human Resources and Sales & Marketing



ExcelMandarin's Mandarin for Human Resource and Sales & Marketing trainers are chosen for their extensive training experience. Dual qualified as business executives and linguists, they are uniquely placed to understand your role and communication needs.

An effective and accurate use of Mandarin language drives harvest returns to your business.

EXCEL MANDARIN LEARNING CENTRE

5/F, Hong Kong Trade Centre, 161-167 Des Voeux Road, Central, Hong Kong

Phone: (852) 3490 2937

E-mail: [info@businessmandarin.com.hk](mailto:info@businessmandarin.com.hk)

Website: [www.businessmandarin.com.hk](http://www.businessmandarin.com.hk)

## Mandarin for Human Resources Professionals

Special Mandarin training program focusing on the key communication skills required by human resources professionals operating in an nationwide HR mandarin context environment.

### Suitable for

Human resources and training professionals who needs to improve their Mandarin communication skills. This program is designed to provide an extremely practical focus on the Mandarin needed to work more effectively with internal clients and external partners.

### Major area of focus

- Effective use of key HR terminology
- Tools for writing clear briefs, manuals and strategy papers
- Fluency enhancement for presenting information
- Development of listening skills for formal meeting and teleconferencing

### On completion

- More confidence liaising with your nationwide network
- Accurate use of international HR and training terminology

### Suggest to Combine with

- Cross-culture awareness training

### Duration

60 hours

## Mandarin for Sales & Marketing

Mandarin communication skills training aimed at improving your ability to build and develop nationwide commercial relationships.

### Suitable for

Professionals working across borders in nationwide sales and marketing who require Mandarin to present, conduct negotiations and maintain effective communication with their nationwide colleagues and clients. Aimed at business development professionals, account , sales managers.

### Major area of focus

- Commercial vocabulary for your role
- The language to handle objections and overcome obstacles
- Listening skills for effective commercial meetings
- The language for successful team management

### On completion

- More effective and persuasive representation of your organization
- Increase interpersonal skills
- Demonstrable competitive advantage when working in Mainland China.

### Suggest to Combine with

- Business Culture Awareness training

### Duration

60 hours



Jan—Dec



60 hours



Individual / Group



Jan—Dec



60 hours



Individual / Group



Office / Centre



Office / Centre