



Giving Instructions, Explanations and Advice

One-Day Workshop

WORKSHOP OVERVIEW

Do you get frustrated that others don't understand your instructions or follow your advice? Does this create conflict and have a negative impact on your job? Do you want to learn how to deliver a clear and succinct message to ensure your team understands you, empowering them to do their jobs better?

If you answered yes to any of the above questions, this course is for you!

Being an effective manager means being able to communicate your ideas clearly, take a positive approach to giving instructions, and avoiding conflict and negative situations with your staff and colleagues.

'Giving Instructions, Explanations and Advice' is made easy with this fast paced and engaging one-day workshop!

This hands-on and practical one-day workshop is aimed at professionals who want to focus on communicating well and learning key vocabulary, expressions and grammatical structures to communicate effectively with their audience when giving instructions, describing processes and giving advice; therefore avoiding conflict and misunderstandings. Whether you're new to this role or have been giving instructions for a while, this workshop can improve the skill level of all who attend.

Requirements

The workshop is aimed at participants with a B1-C1 level of English.

Experience working in a professional environment.

We are flexible and offer this workshop as a complete one-day workshop or two half-days.

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Content and Learning Outcomes

CONTENT

- **Introduction** – the importance of giving clear instructions, explanations and advice.
- **Describing a Process** – Using the imperative to convey clear directions for tasks and processes.
- **Giving Instructions** – Linking your ideas effectively to show structure with useful words and phrases.
- **Giving Feedback** – Language for delivering both positive and negative feedback.
- **Making Recommendations** – Softening your language to avoid sounding bossy.
- **Showing Understanding** – Indicating that you are listening and clarifying information.

LEARNING OUTCOMES

By the end of the workshop you will:

- ✓ Have developed confidence and fluency in giving clear, comprehensive instructions.
- ✓ Have learned how to deliver a positive message when giving feedback.
- ✓ Understand how to avoid offending by choosing the right expressions.
- ✓ Express understanding and ask for clarification.
- ✓ Have had the opportunity to put new language into practice through interactive and dynamic activities.

Contact Us

For more information, please feel free to contact us on:

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