MET

CORPORATE TRAINING PROFILE

Business English & Corporate Communication Training

Training Designed Around Your Team

Practical English and professional communication training that helps employees contribute confidently, represent their organization professionally, and communicate more effectively at work.

Prepared by:
Mr. Marion

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ABOUT MET

- MET – Mr. Marion English Trainer is a specialized teaching and training hub based in Cairo, Egypt, focused on Business English, Corporate English, and professional communication.

We help organizations develop the English their employees need to perform their roles. Our training connects language development with the conversations, documents, and decisions that shape everyday business.

- Whether employees need to participate more confidently in meetings, write clearer emails, communicate with international clients, or present recommendations to management, MET builds training around those responsibilities.

- Our approach combines structured English development with practical workplace activities and continuous feedback. Participants develop their language while learning how to communicate appropriately with different audiences and in different professional situations.

- For companies, this means a training program with a clear purpose, an appropriate starting level, and agreed learning objectives that guide delivery and evaluation.



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OUR MISSION

To help professionals and organizations strengthen workplace communication through practical English training, relevant learning experiences, and clear feedback on progress.

OUR VISION

To become a trusted training partner for organizations seeking to develop capable, confident English-speaking teams.

OUR VALUES

- **Mastery**

We help participants develop skills through repeated practice, constructive correction, and increasingly demanding workplace tasks.

- **Excellence**

We value careful preparation, professional delivery, and clear learning standards.

- **Transformation**

We focus on helping participants apply what they learn to the way they communicate in their professional lives.



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THE EXPERTISE BEHIND MET

- Mr. Marion is an English trainer with 15 years of teaching and training experience, including work in Russia, Vietnam, Turkey, and the United Arab Emirates. His international experience has shaped his approach to working with adults from different cultural and professional backgrounds.

- His work focuses on adult English learning, Business English, and professional communication. He helps learners express their ideas clearly, participate with greater confidence, and use English more effectively in meetings, presentations, professional writing, and everyday workplace conversations.

- MET's course design also draws on the expertise of CELTA- and DELTA-certified English specialists and contributors with business expertise. This combination brings together structured language teaching, practical workplace knowledge, and activities that reflect the communication challenges learners face in their professional lives.

- Our training philosophy is straightforward: explain clearly, provide meaningful practice, give specific feedback, and help participants apply the skill again. Through guided tasks, realistic scenarios, and constructive correction, learners recognize their strengths, understand what needs improvement, and build stronger communication habits over time.



Meet Mr. Marion

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THE BUSINESS NEEDS WE ADDRESS

An employee may understand English but still find it difficult to explain an idea, handle an unexpected question, or write a sensitive message.

MET helps teams work on these gaps through training focused on:

Meeting participation: contributing ideas, clarifying information, and confirming decisions.

Professional writing: producing clear emails, updates, and short reports.

Client communication: explaining services, understanding requirements, and managing expectations.

Presentations: organizing information, explaining results, and responding to questions.

Sales and negotiation: making proposals, addressing objections, and discussing agreements.

Leadership communication: giving feedback, handling difficult conversations, and explaining change.

Technical communication: making complex information understandable to colleagues and stakeholders.

The objective is to help employees use English more effectively in the situations that matter to their work.

WHO WE WORK WITH

MET's corporate training is suitable for organizations developing:

- **Employees who regularly use English at work.**
- **Sales and business development teams.**
- **Customer service and client-facing teams.**
- **HR, finance, administration, and operations teams.**
- **Technical and project teams.**
- **Managers, supervisors, and team leaders.**
- **Employees working with international clients, suppliers, or partners.**
- **Graduate recruits preparing for professional responsibilities.**

We recommend training based on both communication needs and demonstrated English ability. Employees with the same job title may need different starting levels.



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OUR TRAINING SOLUTIONS

- **Business English Development**

A structured learning pathway for employees who need to strengthen their English across a range of workplace situations.

Participants develop vocabulary, grammar, listening, speaking, and writing through professional topics and practical tasks.

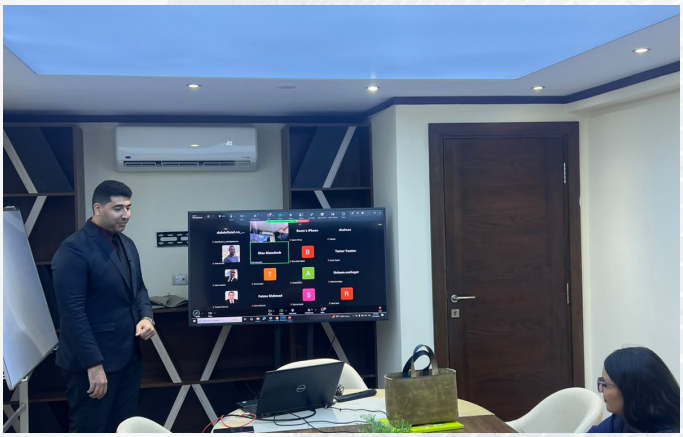
- **Customized Corporate English**

Training designed around the communication requirements of a particular organization, department, or team.

We identify the situations employees encounter and adapt the language practice, examples, and assignments accordingly. Depending on the agreed scope, this can include company terminology, client scenarios, presentations, reporting tasks, and professional correspondence.

- **Focused Communication Workshops**

Targeted training for organizations with a specific development priority.



Focused Communication Workshops

Targeted training for organizations with a specific development priority.

Workshop topics can include professional writing, meeting skills, presentations, sales communication, negotiation, customer service, and communication with non-technical stakeholders.

The objectives and training hours depend on the skills the company wants participants to develop.

Leadership and Executive Communication

Advanced training for participants who already have a strong English foundation and need to communicate more effectively in demanding professional situations.

Areas of focus include stakeholder expectations, influence, coaching conversations, conflict resolution, strategic messaging, and executive presentations.

THE MET PROFESSIONAL ENGLISH PATHWAY

Our core pathway consists of six progressive levels across three programs.

Each standard level includes 20 live training hours across 10 sessions. The complete pathway provides 120 live training hours.

Program

Pre-Business English Level 1

Pre-Business English Level 2

Business English for Professionals Level 1

Business English for Professionals Level 2

Advanced Business English for Professionals Level 1

Advanced Business English for Professionals Level 2

Participants enter at the level recommended through assessment. Companies can select the relevant levels without committing every employee to the complete pathway.

Pre-Business English

A foundation for workplace communication

For employees who need stronger language foundations before progressing to more demanding Business English training.

Participants practise professional introductions, appointments, calls, workplace messages, basic meetings, customer conversations, and progress updates.

As they progress, they learn to explain procedures, discuss priorities, support opinions, and make simple recommendations with greater accuracy.



Pre-Business English Level 1

Practise introducing yourself and your role, describing your company, arranging appointments, handling simple calls, and writing short workplace messages.



Pre-Business English Level 2

Develop your ability to participate in basic meetings, explain procedures, discuss priorities, respond to customers, and give simple updates and recommendations.

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Business English for Professionals

Practical communication for everyday business responsibilities

For employees who need to use English confidently in professional discussions and business situations.

Training covers networking, meetings, emails, reports, digital communication, and presentations. Participants then progress to negotiation, persuasion, emotional intelligence, problem-solving, and communication during difficult situations.

Business topics and case discussions provide opportunities to develop vocabulary and apply these skills.



Business English for Professionals Level 1

Practise professional introductions, networking, meetings, emails, reports, digital communication, and presentations. Work on organizing your ideas, choosing an appropriate tone, and responding clearly to questions.



Business English for Professionals Level 2

Develop your communication through negotiation, persuasion, emotional intelligence, problem-solving, and challenging workplace conversations.

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Advanced Business English for Professionals

Communication for influence and leadership

For participants with a strong Business English foundation who need greater precision and confidence in complex professional situations.

Training covers executive presence, strategic thinking, organizational influence, stakeholder communication, and difficult conversations.

Participants progress to coaching, change communication, cross-functional collaboration, strategic storytelling, and executive discussions.



Advanced Business English for Professionals Level 1

Develop your approach to stakeholder communication, professional presence, strategic discussions, and difficult conversations.



Advanced Business English for Professionals Level 2

Explore coaching conversations, change communication, collaboration across teams, strategic storytelling, and executive discussions.

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HOW WE BUILD YOUR COMPANY'S PROGRAM

1. Understand Your Priorities

We begin with a discussion about your organization, participant roles, and the communication challenges you want training to address.
Together, we identify the workplace situations that deserve the greatest attention.

2. Assess Your Employees

Written and oral assessment helps establish current English ability and identify development needs.
The results guide level recommendations and the formation of suitable training groups.

3. Agree on the Training Plan

We prepare a proposal outlining the recommended program, learning objectives, training hours, schedule, and assessment approach.
Customization and reporting requirements form part of the agreed scope.

4. Deliver Practical Training

Participants practise through guided activities, realistic discussions, written tasks, role-plays, and workplace simulations.
Trainers provide feedback on both language use and the effectiveness of the communication.

5. Monitor Learning

Attendance, assigned work, classroom performance, and assessment activities provide evidence of participation and development.
Updates follow the reporting arrangements agreed with the company.

Where appropriate, we recommend a subsequent level or focused training.

PROGRESS TRACKING AND CORPORATE REPORTING

We help companies understand how employees participate and what they demonstrate during training.

Depending on the agreed program, reporting can include:

- Initial assessment findings and level recommendations.
- Attendance and participation records.
- Assignment and quiz completion.
- Observations on speaking and writing.
- Performance in workplace simulations and presentations.
- Final assessment or project feedback.
- Recommendations for further development.

Assessment can examine clarity, language accuracy, organization, appropriate tone, and completion of the communication task.

We agree on reporting scope and frequency before training begins. This gives HR and management a clear basis for reviewing learning and deciding on the next stage.

WHAT PARTICIPANTS EXPERIENCE

MET sessions give participants regular opportunities to speak, write, receive feedback, and improve their work.

Depending on the program, activities may include:

- Delivering a project update and answering colleagues' questions.
- Rewriting an unclear email into a concise professional message.
- Explaining a technical issue to a non-technical audience.
- Handling a customer complaint and confirming the next steps.
- Discussing competing priorities in a team meeting.
- Presenting a recommendation supported by evidence.
- Negotiating terms through a realistic business scenario.

Vocabulary, grammar, pronunciation, and listening practice support these tasks.

Course materials and assignments help participants continue practising between sessions.

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WHAT YOUR ORGANIZATION RECEIVES

Based on your agreed training plan, MET provides:

- **Needs analysis and placement: Written and oral assessment, with recommended levels and groups.**
- **A tailored learning plan: Clear objectives, live sessions, and practical materials relevant to your team's roles.**
- **Continuous support: Regular feedback, correction, and guided workplace practice.**
- **Progress reporting: Attendance updates, performance feedback, and final development recommendations.**
- **MET Certificates of Completion for eligible participants, with completion requirements explained at the start.**

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WHY PARTNER WITH MET?

- MET specializes in Business English and corporate communication, connecting learning to the meetings, emails, presentations, and conversations your employees handle every day.
- We combine appropriate placement, relevant practice, and specific feedback to support your team's development. Agreed reporting gives HR and management visibility into participation and progress.
- Whether you need a focused workshop or a longer training program, we work with you to agree on the scope, schedule, deliverables, and investment before training begins.

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LET’S DEVELOP YOUR TEAM’S COMMUNICATION

- **Tell us about your company, team size, communication goals, and preferred start date.**
- **Ms. Heba, our Operations and Public Relations Manager, will discuss your requirements, help you explore suitable training options, and coordinate a customized proposal for your review.**

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Request a Corporate Training Proposal

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