

PROFESSIONAL DEVELOPMENT PROGRAMME

Sample Timetable

Date

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
9.30 – 11.00	Welcome and Introduction	Business Correspondence	Project Work/Computer Access	Modern British Economy	Marketing and Advertising in the UK
Morning Break					
11.15-12.45	Mini-Presentations	Project Planning and Presentation Skills	Introduction to the City of London and its Financial Institutions	Modern British Politics	Marketing and Advertising in the UK
Lunch Break					
13.30-15.00	London: World City	Project Tutorials	Excursion: City Tour	Project Work/Computer Access	Brands and Global Advertising/ Language Support
Afternoon Break					
15.15 - 16.45	Project Work/Computer Access	Project Tutorials	Excursion: City Tour	Project Work/Computer Access	Project Work/Computer Access

Group

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday
9.30 – 11.00	Locations for Business	Introduction to English Law	Excursion: The Law Courts	Communications at Work	Introduction and Excursion: Docklands
Morning Break					
11.15-12.45	London as a Location for Business	Britain and the EU	Excursion: The Law Courts	Communications at Work	Excursion: Docklands
Lunch Break					
13.30-15.00	13.30 – 14.00 Career Development Opportunities	Language Support /Discussion	Project Work/Computer Access	Telephoning Skills	Excursion: Docklands
Afternoon Break					
15.15 - 16.45	Project Work/Computer Access	Project Work/Computer Access	Project Work/Computer Access	Project Work/Computer Access	Project Work/Computer Access

Week 3	Monday	Tuesday	Wednesday	Thursday	Friday
9.30 – 11.00	Intercultural Understanding: Business Environment	Buisness Ethics	Oral Presentations	Examination	Feedback and Evaluation
Morning Break					
11.15-12.45	Intercultural Understanding: Communication	Corporate Social Responsibility (CSR)	Oral Presentations	Examination	Farewell
Lunch Break					
13.30-15.00	Media in the UK	Project Work/Computer Access	Oral Presentations	Project Work/Computer Access	Project Work/Computer Access
Afternoon Break					
15.15 - 16.45	Project Work/Computer Access	Project Work/Computer Access	Project Work/Computer Access	Project Work/Computer Access	Project Work/Computer Access