

# TRAINING PROGRAMMES

# GRADUATE PLT

*Holding a Torch On Education.*



# ABOUT US



## OUR HISTORY

**Graduate Anonymous** was established in 2003 and upgraded to Graduate PLT in 2015. Since its formation, Graduate has provided excellent training programmes and built a credible reputation amongst the best corporate companies in the country. We continuously strive to be the best.

## OUR MISSION

To provide innovative, highly interactive and effective training programmes for our clients, maximising on the growth of their human capital within their respective organisations in fulfilling their mission statement and goals.

## OUR VISION

To be nationally and globally recognised in providing and designing exceptional programmes that would fulfil the needs and expectations of our clients and propel organisational development within the public and private sector.

## OUR VALUES



Excellence in performance.  
Continuous effort in providing successful training packages.



Creating the awareness to think independently and creatively, resulting in efficiency and job effectiveness.



Training to provide participants to make better decisions professionally in business and their personal lives



To encourage the importance of innovation at the workplace and provide inspiration to further improve the well-being of individuals

# CAMBRIDGE PROGRAMMES

CUSTOMISING AND DESIGNING TRAINING PROGRAMMES ACCORDING TO THE TRAINING NEEDS AND EXPECTATIONS BY CLIENTS IS OUR **MAIN FORTE.**

## CAMBRIDGE ENGLISH LANGUAGE PROGRAMMES

Our programmes target Managers/Seniors/Executives and Non Executives.

It features innovative and interactive content, audio and visual tools, and customised key learning skills to meet the requirements of respective companies; their mission, work culture and environment.



ENGLISH PLACEMENT TEST

The Cambridge English Placement Test is an online international test of general English language ability, designed to provide quick, accurate way of placing students on the right English course. The test provides a percentage score and CEFR band (from pre-A1 to C2 level) for all students. The test only takes 30 minutes to complete and results are consistent.



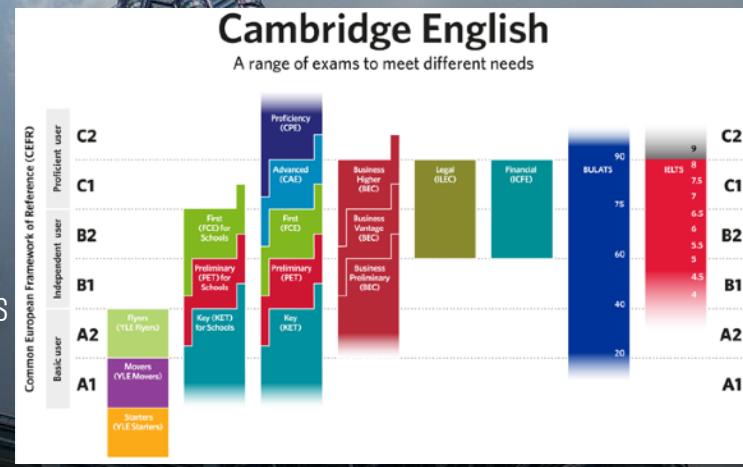
ENGLISH IN MIND

Prerequisite: Pre A1 Programme Readiness EIM Starter for Beginners - Level 1/2/3/4 (A1-C2 proficiency)

EIM is a face to face approach to teaching the language. It is highly interactive with informed language key learning points for proper grammar usage, language games, DVD, self-study exercises and an extensive word list to build a strong foundation in learning English as a second language.

TRIED TESTED  
BETTER THAN EVER

The common European Framework of Reference for Languages (CEFR) is used the world over to describe language proficiency. Cambridge is a leading member of English profile – A council of Europe endorsed programme to describe how English Maps to the CEFR – and so is the only publisher to truly understand how the CEFR works in English.



### CAMBRIDGE PROGRAMME SELECTION:

CAMBRIDGE ENGLISH IN MIND PROGRAMME (EIM)	CAMBRIDGE TOUCHSTONE BLENDED	CAMBRIDGE BUSINESS ENGLISH PROGRAMME	CAMBRIDGE BUSINESS SKILLS	CAMBRIDGE DYNAMIC PRESENTATIONS	CAMBRIDGE INTERNATIONAL NEGOTIATIONS
<p>Prerequisite: Pre A1 Readiness to EIM Starter for Beginners - Level 1/2/3/4 (A1-C2 proficiency)</p> <p>EIM is a face-to-face approach in teaching the language. It has been tried and tested. It is highly interactive with informed language key learning points for proper grammar usage, language games, DVD, self-study exercises and an extensive word list to build a strong foundation in learning English as a second language.</p>	<p>Prerequisite: Pre A1 to C2</p> <p>A Face-to-face and online programme, it has a modern approach to learning the English language. It is an innovative four level series for working adults. Its key features include: Corpus informed language, conversation strategies, Inductive learning and a vocabulary notebook. The updated online workbook is tablet compatible.</p>	<p>Prerequisite: B2 proficiency</p> <p>This edition consisting of three levels is the official preparation for either BULATS or Cambridge English Business (BEC) exams. Its features include: Authentic listening and reading materials, grammar and vocabulary exercises to avoid common mistakes, workshops, building of knowledge, word list and writing supplements.</p>	<p>B2 proficiency (equivalence of EIM Level 3)</p> <p>Writing for Impact covers all aspects of writing from writing emails and letters to report writing. The course also focuses on communication skills and provides a progressive syllabus on the process of writing. The Audio CD provides input from real business people, meetings and phone conversations.</p>	<p>B2 proficiency (equivalence of EIM Level 3)</p> <p>Packed with tips and advice from some of the world's leading business and communication experts. Dynamic Presentations systematically develops the key language and presentation techniques learners need to give an effective, professional and memorable performance.</p>	<p>B2 proficiency (equivalence of EIM Level 3)</p> <p>English is the language used in international business and no skill is more central to professional life than negotiation. International Negotiations gives learners the essential skills, language and techniques they will need to ensure their negotiations are successful.</p>
<b>56 HOURS, PER LEVEL, extendable to 72 hours</b>	<b>56 HOURS PER LEVEL, extendable to 72 hours</b>	<b>48 HOURS PER LEVEL, extendable to 64 hours</b>	<b>48 HOURS PER LEVEL, extendable to 64 hours</b>	<b>48 HOURS PER LEVEL, extendable to 64 hours</b>	<b>48 HOURS PER LEVEL, extendable to 64 hours</b>

## CAMBRIDGE PROGRAMME SELECTION:

CAMBRIDGE ESSENTIAL TELEPHONING IN ENGLISH	CAMBRIDGE ENGLISH FOR THE FINANCIAL SECTOR	CAMBRIDGE INTRODUCTION TO INTERNATIONAL LEGAL ENGLISH	CAMBRIDGE BE MY GUEST (ENGLISH FOR THE HOTEL INDUSTRY)	CAMBRIDGE ENGLISH IN MEDICINE	CAMBRIDGE PROFESSIONAL ENGLISH IN USE
<p>Prerequisite: B1 proficiency.</p> <p>Focuses on receiving calls, taking messages, identifying the needs of the callers, conversing pleasantly and then connecting them to the right personnel. Fulfils the objectives of representing the company professionally.</p>	<p>Prerequisite: B1 proficiency.</p> <p>Perfect for learners preparing for a career in finance, as well as professionals looking to improve their financial English, this course presents key financial concepts through authentic texts and interviews, giving learners the language they need to work in the financial environment.</p>	<p>Prerequisite: B1 proficiency</p> <p>Suitable for law students and newly qualified lawyers, this leading course uses academic and professional contexts to develop understanding of the law whilst consolidating the language skills needed for a career in the legal profession.</p>	<p>Prerequisite: A2 proficiency</p> <p>Through short manageable units, this course focuses on everyday language needed by hotel employees. It deals with a range of customer facing situations, including reception and bar work, and answering the telephone.</p>	<p>Prerequisite: B1 proficiency</p> <p>Designed to develop the communication skills of both medical students/ practitioners and professionals. Each unit focuses on one area of doctor-patient communication, in conveying and course of action related in understanding respective diagnosis.</p>	<p>Prerequisite: B1 proficiency</p> <p>The professional English series consists of specialised courses in actively using the English Language in the respective fields of Engineering, Finance, ICT, Law, Management, Marketing and Nursing.</p>
<b>16 HOURS PER LEVEL, extendable to 32 hours</b>	<b>44 HOURS PER LEVEL, extendable to 56 hours</b>	<b>56 HOURS PER LEVEL, extendable to 80 hours</b>	<b>56 HOURS PER LEVEL, extendable to 72 hours</b>	<b>48 HOURS PER LEVEL, extendable to 80 hours</b>	<b>48 HOURS PER LEVEL, extendable to 80 hours</b>

### PROFESSIONAL CAMBRIDGE EXAMS ARE AS LISTED BELOW:

<p>External ESOL Exams:</p> <ul style="list-style-type: none"> <li>-Key English Test (KET)</li> <li>-Preliminary English Test (PET)</li> <li>-First Certificate In English (FCE)</li> <li>-Certificate in Advanced English (CAE)</li> <li>-Certificate of Proficiency In English (CPE)</li> </ul>	<p>Business Language Testing Service (BULATS)</p> <p>Cambridge English Business (BEC)</p>
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# APPLICATION FORM

TELL US WHICH PROGRAMMES INTERESTS YOU HERE AND WE SHALL SEND YOU THE FULL DESCRIPTION STATING THE HOURS AND PRICES.

## CONTACT DETAILS

Name	
Email	
Contact	

## LIST OF TRAINING PROGRAMMES

<input type="radio"/>	Cambridge English (Level S/1/2/3/4) (48 Hours Extendable to 64 Hours)
<input type="radio"/>	Learning English At the Work- Place (LEATWP) Just Grammar (ELG101-36 Hours)
<input type="radio"/>	Persuasive Presentation (2 day programme)
<input type="radio"/>	Developing Successful Work Behaviour Level I (2+2 day programme)
<input type="radio"/>	Sustaining Excellent Work Behaviour Level II (2+2 day programme)
<input type="radio"/>	Team Dynamics (2 day programme)
<input type="radio"/>	Business English (2 day programme)
<input type="radio"/>	Professional Business Writing Programme (2 day programme)
<input type="radio"/>	Effective Writing Skills (2 day programme)
<input type="radio"/>	Report Writing (2 day programme)
<input type="radio"/>	Build Strong and Persuasive Presentations with Data: Applied Techniques for Managers
<input type="radio"/>	Tell Stories With Data: Create Reports That Resonate Using Excel
<input type="radio"/>	Visualising Data & Creating Dashboards with Tableau Desktop: Effectively Communicate Insights Quickly.
<input type="radio"/>	Data Driven Marketing: Applied Marketing Analytics for Executives
<input type="radio"/>	Progressing From Secretarial Role Into Management Position (2 day programme)
<input type="radio"/>	Competency-based Interviewing Skills (2 day programme)
<input type="radio"/>	Be A Record Holder (Tracking on Validity Of Legal Documents) (2 day programme)
<input type="radio"/>	Interviewing Skills
<input type="radio"/>	Leadership Skill Programmes