

		<b>Kurz Mezinárodní komunikace pro administrativní pracovníky (International Communication for admin)</b>					
		<b>16:30 - 18:00</b>	<b>18:30 - 20:00</b>	<b>9:00-10:30</b>	<b>11:00-12:30</b>	<b>13:30-15:30</b>	<b>16:00-17:30</b>
Fr	3.11.	Introduction to International Communication	Key Communication Skills vs. Meetings				
Sa	4.11.			Effective Communication (verbal, non verbal, visual, written)	On-line Communication Skills	Managing Phone calls	Effective Emails
Su	5.11.			Succesfull negotiation, Emotional Inteligence	Practical Training		