



# SELF-PACED AND BLENDED LEARNING OPTIONS

Programs Exclusively for Solventum Employees



## eLEARNING

- ✓ 6 month eLearning license
- ✓ Over 1,000 hours of content
- ✓ Structured learning, plus informal content for extra practice
- ✓ Dashboard to track learner progress
- ✓ 12 course levels CEFR A1 to C1
- ✓ Placement Test
- ✓ Mobile App synchronized with desktop learning
- ✓ Dynamizer (personal learning coach) to help keep learning on track

## Blended Learning Options Offer Faster Results

Teacher-Led Classes can accelerate your learning outcomes and improve your speaking confidence.

- ✓ Includes 6 months eLearning with Dynamizer Service
- ✓ Choose from One-to-One or Group Classes with an expert English teacher

## PREMIUM PACKAGE

eLearning with Private, One-to-One Classes  
10 sessions or 20 sessions

## ESSENTIAL PACKAGE

eLearning with Group Classes  
48 one-hour sessions

Program features also available for  
learning Spanish and Portuguese!



# BUSINESS SKILLS WORKSHOPS

Targeted Training  
to Meet Specific Needs



## Class Topics

## LEARN BETTER WITH PEERS

### Business Meetings

- Arranging a meeting
- Starting the meeting
- Chairing a meeting
- Reporting progress & emphasizing important points
- Talking about trends
- Describing & interpreting visuals
- Using your voice effectively
- Dealing with questions and/or interruptions
- Conclusions, summary & closing
- End of course review

### Business Presentations

- Opening & structuring a presentation
- Getting the audience's attention
- Signposting
- Adding ideas, making contrasts & emphasizing important points
- Talking about trends
- Describing & interpreting visuals
- Phrases for effective conclusions; summary & recommendations
- Using your voice effectively
- Dealing with questions and/or interruptions
- End of course review

### Business Writing

- Organization & content
- Writing clarity
- Grammar for business writing
- Vocabulary for business writing
- English for emails - 1
- English for emails - 2
- Report writing
- Meeting minutes and action points
- Proofreading
- End of course review

## ENROLL NOW!

Talk to your manager and request a PO for enrollment in English, Spanish, Portuguese or Business Skills Workshop programs.

New groups begin every month!

**ARDORLEARNING**  
LANGUAGE FOR LIFE.