



Participants Say....

"I learned how to shake hands and introduce myself to clients. I think it's important to learn how to create a good first impression."
~Allianz Participant

"This session was a booster for me entering the global corporate culture."
~Allianz Participant

"This course builds skills in selling, marketing, and/or providing services to our customers and partners. I will incorporate the cultural practices learnt in the calls and client facing scenarios."
~Microsoft Participant at Hyderabad

"This was a unique training that helped me to build communication block by block and present it. I also learned the proper pleasantries and some phrases used by Americans (ex. "on the dot")."
~ Sunil Joseph, UST Global

For interactive cross-cultural training strategy sessions to prepare your international assignees for successful expat assignments, contact Authentic Journeys Consultancy today!



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US Culture Training Finishing School



"Created to prepare offshore professionals for expat assignments to the US, this training program helps professionals set their expectations for working and living in the US."



Audience Profile

Professionals with at least five years of experience on global teams preparing to go onsite to locations across the US within the next one year. Over 1000 professionals in India have already attended versions of this training from companies such as Allianz, Arbitron, EY, Microsoft, and UST Global.

Job Titles of Some Participants

Business Analysts	Software Architect
Delivery Manager	Team Lead
Program Manager	Tech Lead
Project Lead	Technology Specialist
Software Developer	Test Manager

Duration: 8.5 hours up to 1 week depending on customizations.

Number of Participants: Not more than 25

Mode of Delivery: Instructor-Led, virtual methods

Syllabus Overview

Section 1: Typical Work Day
Schedules/Time Management
Meal-time Meetings

Section 2: Some Behaviors/Mannerisms
Meet & Greet / Handshakes / Eye Contact
Introductions & Small Talk Dos and Don'ts
Public Mannerisms
Restroom Etiquette
Dress Code

Section 3: Workplace Values
Separation of Personal & Professional Life

Preparing, Planning, Process
Conference Call & Meeting Moderation
Skills

Time Sensitivity
Meeting requests/regrets
Overpromise/Underdeliver
Negotiating Deadlines
Time zone sensitivity

Asking Questions

Pleasantries
Please, thank you, excuse me
Phone & Clear Speaking Skills

Importance of Putting it in Writing
E-mail Etiquette
IM Best Practices
Use of English with Americans in
Professional Settings

Customizations

Module additions, enhancements, deletions
Role Plays
Presentation Skills
English Language & Culture
Offshore Specific Module
Videos of Audios
Online Classroom
Certificates
Small Talk Newsletter

