



A Global Education Company



Please accept our invitation to the  
***“Sales and Purchasing  
Workshop” \****

The workshop will be conducted on

**17th May 2016**

From 9am - 14:30 pm

at Bydgoska Agencja Rozwoju Regionalnego

Ul. Mennica 6

Bydgoszcz

**Workshop focus:**

More effective dialogues with clients

Successful offers

Developing congenial business relationships

Please find detailed agenda attached

Due to a big interest in the topic we can only guarantee two places per company.

Reserve your place by email [gdansk@berlitz.pl](mailto:gdansk@berlitz.pl) or via phone 58 305 16 13 by

May 13th, 2015

**We look forward to seeing you at the event!**

**Berlitz Gdańsk Corporate Team**

\*The meeting will be held in the English language and it is free of charge

Regular workshop fee is 800 PLN/per person



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***Berlitz Workshop***  
***“Sales and Purchasing”***  
**17th May, 2016 at 9:00 a.m**

**09:00 – 09:30** Registration for the Event

**09:30 – 09:45** *Welcome* - Agnieszka Borowczyk - Corporate Sales Manager

**09:45 – 10:45** Describing job titles and tasks in Sales and Purchasing

New contacts – obtaining leads and ‘the elevator speech’

Maintaining contact Putting together an offer

**10:45 – 11:30** Practicing successful contact between Sales / Purchasing and the client

Practicing making an offer in a client meeting

**11:30 – 12:00** *Coffee break and networking session*

**12:00 – 13:30** Negotiating an offer

Practice negotiating an offer

Taking and placing orders

Practice taking and placing orders

**13:30 -13:50** Open question period for all participants

**13:50 – 14:00** *Closing comments*

Bartosz Jurkiewicz – Berlitz Language Center Director

Agnieszka Borowczyk - Corporate Sales Manager

Mickiey McCormick – Berlitz Trainer

**We look forward to meeting you during the event!**

***Agnieszka Borowczyk* - Corporate Sales Manager Pomerania Region**