Business English Internship Program

Why this Internship?

- Softech Informatics is in need of Business executives to carry out STI's day to day office and business related activities.
- We want to build a team of people with enthusiastic and 'never back down' attitude.
- Looking for people with versatile skills - sales, marketing, finance, accounting, admin, HR, etc.
- Train executives and hire in office and business management team as interns and if performance is good as full time personnel.

Who should attend?

- Bright candidates from BBA/HR/Finance/Marketing/Management/Accounting and/or other related fields. We are looking for people who have skills to immediately apply them to Softech Informatics.

Pathways:

- Direct Entry and full fee waiver internship pathway:
  - This program is for people who have extraordinary business skills and help STI with ideas and skills to grow our business and find newer markets for STI's available services. They are able to show skills in sales, marketing, finance, accounting, admin, HR, etc. fields. They will bring business and more clients for STI. Please, keep in mind - STI is looking for people who will help boost STI business and expand its scopes.

- Paid Internship pathway:
  - This pathway is for people who lack skills that are necessary to survive STI's daily tasks. Internship program is a real life challenge. In the real world it is a die-hard situation. Either become the survivor or become the fodder for the bigger companies. If you do not have the confidence and skills needed for this task, STI will train you. But this training is a paid one. STI teaches and trains you, and gives you an opportunity to have an internship certificate from an internationally recognized IT company and you get the certificate, the training, the skills, the experience and all these will help you get a good job in future, and you pay for the training we provide. And that is a very small price to pay. If you perform to satisfy STI standards, you also may have the opportunity to work with STI as a full-time paid employee after your internship period. Therefore, pay, get trained and get skilled, gain experience, work for us as interns and then jump into the real world or work for us.

Instructor Information

- **Instructor**: Toufiq-Ul-Alam
- **Education Background**:
  BA Honors and MA in English Language and Literature.
  Advanced Diploma in Business and IT, PIBT (Perth, Australia).
  International Diploma in IT (London Metropolitan University).
  Fundamental of Engineering in IT (under supervision of IPA, Japan).
  iBT-97, IELTS-7.5, GRE-299.
- **Experience**: Lived in Australia for about three years and talked and worked in a multicultural environment, has been teaching English since 2008.

Class Schedule

Weeks	Class	Topic	Activities
1	1	First Impression	Introducing yourselves in a business environment.
	2	Discussion	Talking about personal training, case study, telephone conversation role play, writing effective emails.
	3	Talk about Energy	Watch an expert talk, case study, group discussion, making decisions in a business environment, report writing technique, business proposal to solve a problem.
2	4	Marketing	Watch an expert talk, proper language, doing a presentation, working with slides for presentation. Case study.
	5	Learning about employment trends	Watch an expert talk, case study, group discussion, reading, conflict resolution, how to avoid conflict in email.
	6	Ethics	Watch expert talk on ethics, corporate responsibility, reading to learn, ethical problem solving, writing to resolve disputes, case study, discussion.
3	7	Finance	Watch Expert talk on sustainable banking, Reading for language, how to handle difficult questions, case study, discussion.
	8	Consultants	Discussion about consultants to help your business, watch expert talk, reading for language, art of negotiation, learn about terms and conditions and how to use them in emails, case study.
	9	Strategy	Talk about vision, mission and goals, discuss how this works at student's company, reading for language, learn brainstorming, writing mission statements, Case study.
4	10	Online Business	Discussion on e-commerce and online business across the world and its future. Reading for language, quickly prepare for presentation, watch video and make own presentation, case study.
	11	New business	Discuss on ideas about start-ups, listen expert talk, reading for language, various aspects of entrepreneurship, role play and email writing about bill settlement, Case study.
	12	Project Management	Discussion on project management, group discussion, reading for language, learning how teleconferencing works, Case study.

How to Apply

- Apply to toufiq@softechinfo.com.au with a CV.