



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***