

# English for Program Reports to Maximus Group Leadership

A training course for senior program managers

**Final artifact:** 4-minute monthly program report to Maximus group leadership

**Level:** B1 Business Operational | **Format:** 8 sessions × 60 min, online | **Group:** 3–5 learners

**Task family:** Pitch / proposal — escalating status and asking for a decision

## The task

A senior program manager presents a 4-minute monthly status report on a government-funded contract to Maximus group leadership. Leadership uses the report to approve continued investment, redirect resources, or escalate — without the program manager needing to repeat themselves.

**Audience:** Maximus group leadership — Managing Director, regional VP, group programme director, finance lead. Limited time. Multiple programmes reviewed in one sitting.

**Success:** Leadership approves, redirects, or escalates within the same meeting. Decision quality is high. Program manager is not asked to come back with the same report.

## Language outcomes

Senior program managers who complete this course will be able to:

- Open a status report with a clear stance and one-line headline number, without preamble
- Present performance against target with the variance and the driver, in plain audit-ready language
- State the forward outlook with a confidence level the committee can use
- Name risks directly and pair each with a specific mitigant — without softening or overstating
- Close with a specific, named ask that group leadership can act on immediately

## Structure

Beat	Purpose	Time
Headline & status	State the program, the period, and your stance — on track, at risk, or off track	~25 sec
Performance against targets	What was committed vs what was delivered, with the variance and the driver	~50 sec
Forward outlook	What next quarter looks like — pipeline, scheduled cohorts, contracted volume, confidence	~50 sec

Beat	Purpose	Time
Risk assessment	Top 2–3 risks paired with mitigants	~75 sec
Ask	Specific request of group leadership — decision, approval, escalation	~30 sec

## 8-session schedule

#	Session	Artifact
1	Orientation & Baseline	Unassisted 4-min recording + L1 score
2	Structure & core language	60-sec fragment: headline + one beat
3	Partial simulation	90-sec walkthrough of risk assessment beat
4	Full simulation — Round 1	Full 4-min recording + diagnostic notes
5	Repair & upgrade	Re-recorded segment on main breakdown
6	Pressure variation	4-min recommendation under one new variable
7	Final simulation	Unassisted 4-min recording + L7 score
8	Evaluation & Capstone	L1/L7 reveal + capstone on real upcoming case + personal grade report

## What each learner receives

- Personal portfolio of 8 recordings across the course
- Per-criterion scores at L1 and L7 (5 criteria, 0/1/2 each, /10 total)
- Individual grade band: Distinction / Pass with merit / Pass / Not yet passing
- Pass certificate on either performance ( $L7 \geq 6/10$ ) or improvement ( $L7 - L1 \geq 2$  points)

## Portfolio

Save each recording to a shared folder. One folder per learner.

**File naming:** MAX\_[Branch]\_[LearnerID]\_GroupReport\_L[#]\_YYYY-MM-DD

## Three rules for the trainer

1. **Follow the lesson order.** The sessions build on each other. Don't skip, don't swap.
2. **Score the artifact at L1 and L7 using the full scorecard.** Other lessons need only a brief observation note. The L1 and L7 scores produce each learner's grade.
3. **No language help and no language bank during L1 or L7.** These are the before-and-after measures. Hide all references. Observe and record only.

*Prepared for Maximus Saudi — Senior Program Managers cohort. Not licensed for reuse or redistribution.*