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German in the Workplace — Professional Language Courses and Meeting Tips

DeuFöV B2/C1 courses from BAMF, professional language at work, meeting communication, and career development.

Deutsche Begriffe: DeuFöV | Berufssprachkurs | BAMF | Fachsprache | Arbeitsplatz | B2-Kurs | C1-Kurs

Why German in the Workplace Matters

Even if you work in an international company — in German professional life, German is predominantly spoken during meetings, emails, and informal conversations. Those who master specialized terminology significantly increase their career prospects and integrate into teams faster.

DeuFöV — Work-Related German Language Courses

Work-related German language support (DeuFöV) is funded by the **BAMF** (Federal Office for Migration and Refugees) and is **free** for many participants.

Course Modules

Level	Duration	Content
B2 Professional Language Course	400–500 UH	Applications, employment law, communication
C1 Professional Language Course	300 UH	Technical language, negotiations, presentations

Level	Duration	Content
Specialized Courses	300 UH	Healthcare, trades/technology, academics

UH = Instructional Hours (45 minutes each)

Who is Eligible?

• Persons with migration background and completed integration course

• Job seekers with language support needs (via job center or employment agency)

• Employees who need better German skills for their job

• Apprentices with language deficits

Costs

• **Job seekers:** Free (BAMF funding)

• **Employees with income over €20,000/year:** Cost contribution **€2.56 per UH** — 50% refund upon passing the exam

Professional Language in Your Field

Depending on your industry, you need specific vocabulary:

• **Office/Administration:** minutes, meeting, deadline, application, feedback

• **Healthcare/Medicine:** medical history, ward round, documentation, wound care

• **Trades/Technology:** tools, unit of measurement, safety briefing, acceptance

• **IT:** requirement, approval, deployment, troubleshooting

Tip: Start a **professional vocabulary notebook** and record 3–5 new workplace terms daily.

Meeting Tips for Non-Native Speakers

1. Preparation: Read the agenda beforehand and look up unfamiliar terms

2. Active Listening: Ask clarifying questions: "Do I understand correctly that…?"

3. Take Notes: Write down key concepts — this helps with follow-up

4. Questions Are Welcome: "Could you please explain that again?" is completely normal

5. Practice Small Talk: Before and after the meeting — weather, weekend, cafeteria

Further Development Opportunities

• **VHS Courses:** "German for the Profession" from approx. €150–300

• **Online Platforms:** vhs-lernportal.de (free), Goethe-Institut

• **Company Courses:** Many employers offer internal German courses — ask your HR department

How to Find a DeuFöV Course

1. Consult with your **job center** or **employment agency**

2. Obtain authorization certificate (referral)

3. Search for course providers near you: kursnet-finden.arbeitsagentur.de

4. Register with the course provider using your authorization certificate

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