

ERASMUS+ COURSE FOR HIGHER EDUCATION STAFF

ENGLISH FOR THE EDUCATIONAL WORKPLACE

For intermediate English learners, a course designed to help you to use English in your workplace, writing emails, interacting with colleagues and students, making presentations, and finding the right language for professional situations.

COURSE OUTLINE

English for the Educational Workplace is an intensive professional training course for learners with a B1 level of English. It aims to equip participants to effectively manage day-to-day interactions requiring English language skills. Participants gain skills to communicate with peers, students, managers and external stakeholders with confidence and accuracy.

COURSE OBJECTIVES

Overall objectives of the mobility

- To enhance the English language skills needed to operate effectively in an internationalized educational working environment.
- To practice communication skills such as writing emails and reports, giving presentations, and speaking on the phone.
- To develop fluency through discussions and role play.
- To enable a better understanding of English usage in different professional contexts.

Added value of the mobility

The course equips participants to communicate more fluently and accurately in English, improving their ability to perform in an international context and improving the experience of stakeholders they are required to interact with in English.

Activities to be carried out

Interactive teaching with input sessions, individual and group work – brainstorming, analysis, problem-solving and role-play to encourage practice and fluency. Exchange of professional knowledge with fellow participants. Cultural and Heritage Trips as a chaperoned group.

Expected outcomes and impact

The course provides a professional development opportunity for participants to improve the English skills required for effective communication in a work context. Participants are invited to share knowledge and skills acquired on the course with colleagues. Cultural familiarisation with an international setting, and meeting contacts to cultivate beyond the course are further positive outcomes.

CULTURAL PROGRAMME

The courses are delivered in Atlantic Centre of Education in Galway on Ireland's 'Wild Atlantic' Coast, and participants will have ample opportunity to learn about the cultural heritage of both Ireland and the local area. The programme includes a full-day cultural tour to a local area of scenic and heritage value, a guided historical walking tour of Galway city, and afternoon social and cultural activities. Our staff are happy to suggest other tours and events to enjoy during your stay in Galway.



Suitable for:

Administrative staff working in Higher Education who are required to use English in their professional work, or would like to use English more in their role.

Minimum Level of English

B1 (CEFR)

Programme Length

5 days tuition (Monday – Friday) +
1 full-day activity
25 hours

Certification

Certification of Participation and Attendance

Documents Provided

STT Invitation letter, Europass, Work Plan (on request), Certificate



Atlantic
CENTRE OF EDUCATION

Atlantic Centre of Education

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atlanticlanguage.com

Fairgreen Road, H91 AXK8, Galway

SAMPLE TIMETABLE

*SUGGESTED TIMETABLE ONLY, ACTUAL CONTENT MAY VARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Full-Day Excursion on Wild Atlantic Way Options include; Connemara Aran Islands Cliffs of Moher	Interpersonal Communication Skills	Effective Public Speaking	Writing Skills	Intercultural Communication	Your Turn
	Getting to Know You!	Essentials of Public Speaking + Structuring language for Public Speaking	Essentials of writing-building coherence and adapting formality	Framework for Intercultural Competence	Participant presentations & Peer Feedback
	Setting Objectives	Non-Verbal Communication		Analyzing behavior and preferences in Intercultural Situations	Reflections & Tutor Feedback
	Essentials of Interpersonal Communication - The 7Cs	Managing Nerves in Public Speaking	Language Focus Conditional Sentences for Hypothetical Situations & Polite Expressions		Course Review & Certificates
	Language Focus Verbs for Polite Requests & Offers	Language Focus Tense Review for Clarity & Accuracy		Language Focus Complex Structures & Using Cautious Language	
	Walking Tour of Galway	Pub Night	"Skills Boost" Wednesday Workshop	Irish Culture Workshop	Explore Galway Interactive Tour

COURSE DATES

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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Starts every Monday from 13 January 2025 to 8 December 2025