



Teacher Training 2019
Professional Communication Skills
1 week/5 Training Days

Dates 2019

28 Jan –01 Feb 2019	08-12 April 2019	19-23 Aug 2019
25 Feb –01 Mar 2019	20-24 May 2019	16-20 Sep 2019
11-15 March 2019	24-28 June 2019	28 Oct-01 Nov 2019
	22-26 July 2019	11-15 Nov 2019

Target Audience

This is for all professionals working internationally who require good communication skills in English. The course is primarily skills-based, not a language development skills course. Participants will be encouraged to critically assess their performance as communicators, and will be given training for effective communication. The course is ideal for educational staff working on international projects, or educators who need to communicate with other schools and partners internationally. Participants need to be at a B1 level of English.

Course Summary

Communication in a professional context requires a mix of language knowledge and communication skills. Language knowledge gives you the security that you are using the correct forms; communication skills in English give you the ability to build relationships and accomplish tasks. Taken together these two elements create competence in business and professional communication.

Preparation

Once registered participants on this course programme will receive:

A pre-course questionnaire which will enable trainers to learn about the participants' teaching backgrounds and to assess their exact needs

An online test to help stream teachers into suitable levels

Information about the Europass Mobility Certificate

A recommended reading list to prepare participants for various aspects of the course

Objectives

-To enhance both the language needed for participants to operate, teach or speak in an international working environment.

-The course is primarily skills-based, not a language learning/development skills course,

-To provide training and practice for effective communication & performance

-To exchange professional knowledge in a multi-cultural context

-To enable participants to a better understanding of English in use and to expand & build on previous knowledge

-To further develop participants' fluency through discussion & role play

-To develop vocabulary in English

-To experience the cultural heritage of Malta with its bilingual linguistic environment

Methodology

The training course will include both input and ample opportunity for practice and feedback

An interactive communicative approach is applied, which will provide participants with experiential learning of skills & training

Effective communication skills will be explored, analysed and discussed, developing the participants' use of their own communication skills in English

Sessions will take the form of brainstorming, analysis, problem -solving, and role play, both in pair work & group work, further enabling the participants' use of English

Exchange of participants' professional knowledge will be encouraged through discussion

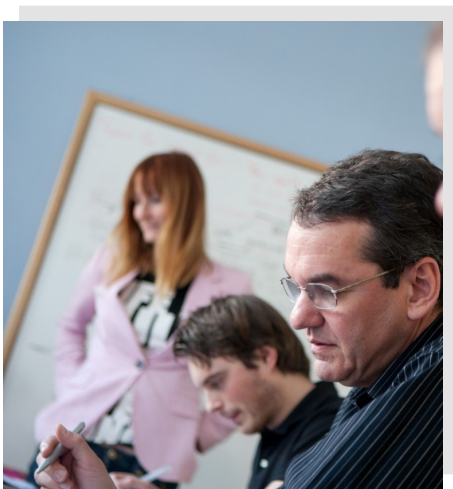
The course employs a highly interactive and practical approach. Input sessions involve multimedia, and include the use of training videos and video cameras where trainees are filmed and assessed for the presentation skills modules.

Follow Up

The course will end with an evaluation session, where participants will be asked to reflect upon the value of the knowledge gained on the course and its usefulness to them.

A Sample Course Programme

Professional Communication Skills					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09.00 – 10.30	<p>Introductions</p> <p>Needs Analysis</p> <p>&</p> <p>Setting Objectives</p>	<p>Being Effective in Meetings: Purpose/Preparation/ Process/People & Diversity Factors</p> <p>&</p> <p>Chairing Meetings</p>	<p>Giving Effective Presentations 2: Language</p>	<p>Presentations Practice (videoed)</p> <p>&</p> <p>Feedback</p>	<p>Negotiating Skills: Approaches/ Features/ Negotiation Practices</p>
10.45 – 12.15	<p>Giving Effective Presentations 1: Content/Structure/ Delivery/Language</p>	<p>Meetings Role play</p> <p>Feedback on Communication & Language</p>	<p>Topic-Based Discussion</p>	<p>More Presentations Practice OR Effective Telephoning</p>	<p>Negotiation Role play & Feedback</p>
13.00 – 14.00	<p>Socialising Skills</p> <p>&</p> <p>Roleplay</p>	<p>Intercultural Skills: What is Culture? What is Intercultural Competence?</p>	<p>Effective Writing Skills: Communicating by Email</p>	<p>Language Clinic</p> <p>&</p> <p>Tips for Language Learning</p>	<p>Topic-based Discussion & Course Evaluation & Wrap-up</p>





Prices

Course Fee	€350.00
Programme Fee	€100.00

Programme Package Fees Includes :

Course Fee , Tuition /Training 20 Hours (1 week) over 5 days

Registration and Administration Fees

Social Programme including Half Day Guided Tours (to Malta's Capital City

Valletta + to the old Medieval City of Mdina)

Airport Transfers : Shuttle Airport Transfers Arrival + Departure –Malta Int.Airport to /from Accommodation (when booked through ETI)

Mobility Euro Pass Certificate

End-of-Course Certificate

All programmes have a Saturday or Sunday arrival with a Monday course start day

Accommodation Options 2018

	Low Season 01 Jan –03 March & 11 Nov –31 Dec 2018		Mid Season 04 March- 02 June & 30 Sep –10 Nov 2018		High Season 03 June –30 Sep 2018		EnSuite Bedroom / Bathroom +Supplement Per Week Per Person
	Twin Room Sharing– per person per week	Single Room - per person per week	Twin Room Sharing– per person per week	Single Room - per person per week	Twin Room Sharing– per person per week	Single Room - per person per week	
Self Catering Apartments Residence (Sharing Apartment) Fully Air- conditioned Wifi	€230.00	€330.00	€275.00	€375.00	€330.00	€430.00	Ensuite Private Bathroom + extra €25.00 per person per week
Inhouse Residence Bed & Breakfast Fully Air - Conditioned Wifi	€250.00	€350.00	€285.00	€385.00	€355.00	€455.00	Included
Host Family Half Board / Shared Bathroom (Private Bathroom) + Supplement per week	€205.00	€275.00 (+€100.00)	€205.00	€275.00 (+€100.00)	€270.00	€340.00 (+€75.00)	-
Hotel 2 Star ** Bed & Breakfast	€255.00	€420.00	€320.00	€620.00	€510.00	€925.00	Included
Hotel 4 Star **** Bed & Breakfast	€310.00	€550.00	€545.00	€950.00	€665.00	€1120.00	Included