



Teacher Training 2018
Professional Communication Skills
1 week/5 Training Days

Dates 2018

	21-25 May 2018	
29 Jan–02 Feb 2018	11-15 June 2018	
26 Feb –02 Mar 2018	23-27 July 2018	08-12 Oct 2018
12-16 Mar 2018	06 –10 Aug 2018	29 Oct-02 Nov 2018
02-06 Apr 2018	27-31 Aug 2018	12-16 Nov 2018
16-20 Apr 2018	24-28 Sep 2018	

Target Audience

This is for all professionals working internationally requiring good communication skills in English. The course is primarily skills-based, not a language learning/development skills course, and the minimum entry level of each participant is a B1 (CEF) or Intermediate level in English. Participants will be encouraged to critically assess their performance as communicators, and will be given training for effective communication

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.

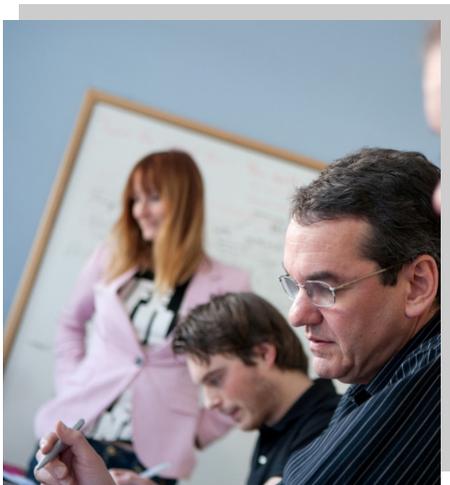
Follow Up

-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 full course report will be prepared for all participants by the trainer and will include all modules covered as well as individual recommendations for improvement for each trainee

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 21 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