

English for the Educational Workplace - Dublin

Dates 2020/21	19 - 23 Oct 2020	22 - 26 Mar 2021	05 - 09 Jul 2021
	09 - 13 Nov 2020	19 - 23 Apr 2021	09 - 13 Aug 2021
	11 - 15 Jan 2021	31 May - 4 Jun 21	04 - 08 Oct 21
	15 - 19 Feb 2021	21 - 25 Jun 2021	08 - 12 Nov 21

Course Outline

Atlantic's specialised training programme for Educational Administrators is focused on the development of communication required to work in modern internationalised educational institutions. The English for the Workplace course prioritises the development and refinement of skills required by senior professionals interacting through English. The objectives of the course are to assist those who need a sound knowledge of the skills needed to carry out duties successfully in a business setting. There is a focus on the communicative abilities in English of the participants, with tailored workshops and practical language input sessions appropriate to their identified needs and priorities. For more information on Atlantic Language's Specialist Programmes, including Frequently Asked Questions, please visit our home page: www.atlanticlanguage.com/erasmus-plus-courses

Schedule

Dates: Courses are scheduled monthly from January 2020. [See course calendar here.](#)

Location: Galway and Dublin

Timetable: Courses run for 5 days (Monday to Friday), consisting of 25 hours of seminar, workshop and cultural activity hours. A sample timetable is included overleaf.

Participant Profile

Role: This course is suitable for those working in an administrative role who need English to deal effectively with business partners and colleagues.

Minimum Level of English

B1 on the CEFR: [Take a level test](#)

Pricing

Course Price: **€445**

For efficacy of workshops only a limited number of applications can be admitted on the first apply, first served basis

To discuss a closed group specialised course, please contact contact@atlantic.ac and complete the Group Request Questionnaire

Cultural Programme

The seminar programmes are delivered by expert trainers and infused with the practical application of language teaching expertise, in Atlantic Language's twin centres: Galway, the cultural capital of Ireland on the wild Atlantic coast; and Dublin, the vibrant, cosmopolitan capital.

The week-long programme includes a professional walking tour, a cultural outing, networking lunch, and a heritage trip, all integrated with course objectives.

The seminar includes opportunities for ongoing networking and a cultural immersion in activities such as Irish Dance. Day trips are available to the splendid Aran Islands on Europe's edge or the world-famous 250-year-old Guinness storehouse.

Funding

Participation on the course can be funded through the use of the following:

- Erasmus+ STT grant from your academic institution.
- KA1 funding from Erasmus 2020

Certification

The Organiser, Atlantic Language, will provide required documents including:

- STT invitation
- EUROPASS
- Work Plan (on request)
- Certificate of Participation and Attendance
- CEFR level certificate (on request)

Accommodation

The organiser offers the following accommodation options for 7 nights accommodation (Sat to Sat):

- **Apartment Accommodation**
One room in a shared self-catering apartment
- **Host Family Accommodation**
Homestay with an Irish family including half-board Monday to Friday and full-board at weekends

Please see the **PRICE LIST** for detailed information on accommodation prices



Atlantic Language is a premium English language school in Ireland with sites in both Galway in the West and Dublin in the East. A market leader in language education in Ireland, Atlantic has received several awards including the prestigious Language Travel Magazine Award for the **Best English Language School Europe 2009**.



English for the Educational Workplace

The English for the Workplace course is an intensive communicative course which equips participants to better manage day-to-day interactions with peers, students, managers and external stakeholders with more confidence, agility and accuracy as relevant to their roles, encompassing practical workshop exercises to develop a range of communicative skills and improving their language knowledge, and functional vocabulary to deal with direct interactions.

Our specialist team of trainers employ a collaborative approach to course delivery, utilising pre-arrival questionnaires and needs analyses to adapt the course to the most practicable and beneficial programme possible for participants. See a 1-week representative sample schedule below.



Course Objectives

Overall Objectives of the Mobility	Participants will improve communicative competence in English by completing an intensive course with increased confidence and competence for workplace skills.
Added Value of the Mobility	Development of interpersonal skills when English is the language of interaction. Improvement of formal speaking and writing ability.
Activities to be Carried Out	<ul style="list-style-type: none"> • Input sessions • Workshops • Networking sessions • Cultural & heritage Trips • Job Shadowing • Guest Speakers
Expected Outcomes and Impact	Dissemination is inbuilt to allow participants to share their knowledge and skills acquired on the course with colleagues. Networking and post course liaison are further aspects for beyond the course.

Sample Timetable

Day 1 – Mon	Day 2 – Tue	Day 3 – Wed	Day 4 – Thu	Day 5 – Fri
09:00 – 12:30 13:30 – 15:00	09:00 – 12:30 13:30 – 15:00	09:00 – 12:30 13:30 – 17:00	09:00 – 14:30	09:00 – 12:30 13:30 – 15:00
Setting Objectives <ul style="list-style-type: none"> • Orientation • Communicative Icebreakers • Needs Analysis • Setting of Learning Outcomes • Building learning strategies, using technology to learn language • Language focus: The language of meetings • Cultural Outing: Walking Tour 	A question of Ethics <ul style="list-style-type: none"> • Language Skills: Functional language for agreeing, disagreeing, giving justifications etc. • Skills Workshop: Report writing and summarising • Language focus: The language of product description 	Battlefield Business <ul style="list-style-type: none"> • Language Workshop: Description and Explanation • Skills Practice: Writing an proposal • Language Focus: Idiomatic language • Heritage Tour: Organised group visit to a site of cultural significance 	Diplomacy <ul style="list-style-type: none"> • Language Focus: Hedging expressions • Diplomatic language • Skills Workshop: Responding to complaints via email • Language Skills: The language of interviews • Preparing to present information and arguments • Networking Lunch 	Review and Outcomes <ul style="list-style-type: none"> • Making a presentation • Peer and Trainer Feedback • Assessment of Learning • Review of Learning Objectives • End-of-Course Reception - 1 to 1 Feedback - Dissemination activities - Course Feedback - Certificate Presentation

Please contact contact@atlantic.ac for any other queries.

www.atlanticlanguage.com

