

English for Professional Communication Galway

Dates 2020	31 Aug - 4 Sep 2020	26 - 30 Apr 2021	06 - 10 Sept 2021
	12 - 16 Oct 2020	24 - 28 May 2021	08 - 12 Nov 2021
	16 - 20 Nov 2020	14 - 18 Jun 2021	
	18 - 22 Jan 2021	12 - 16 Jul 2021	
	15 - 19 Mar 2021*	16 - 20 Aug 2021	

*1 course day falls on Bank Holiday. Hours will be recouped over remaining 4 days.

Course Outline

Atlantic's specialised training programme for Professionals in Higher Education is focused on developing practical knowledge and soft skills required to work in modern internationalised educational institutions.

The English for Professional Communication course prioritises the development and refinement of skills required by senior professionals communicating, networking and presenting through English. The objectives of the course are to develop the soft skills required to carry out duties successfully in this setting, with 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. Participants will leave the course with increased confidence and ability to manage the day-to-day English interactions in their workplace.

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.](#)

Location: Galway/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:

The course is suitable for staff in education or administration or other professionals whose work requires them to have accomplished communication skills in English.

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, job shadowing 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 Professional Communication

The English for Professional Communication is a demanding communicative course focusing on equipping professionals in Higher Education to more confidently present, network and liaise with external stakeholders in English, across a range of communicative media and disciplines. The course is delivered by expert native-speaker trainers as part of Atlantic's Specialised Courses Training programme, which has been refined over ten years of delivering high quality courses to administrators and academics.

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 delivered by expert trainers in an EFL context, with tangible development of skills and confidence.
Added Value of the Mobility	The course equips participants to communicate more fluently and accurately in English, thus 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	<ul style="list-style-type: none"> • Input sessions on methodology and language complemented by skills-focused workshops • Networking sessions with like-minded professionals • Cultural and Heritage Trips as a chaperoned group • Job Shadowing / Guest Speakers relating to participant areas of work
Expected Outcomes and Impact	The course provides a professional development opportunity for participants which provides practice and tangible improvement in skills they will apply in their workplaces. The courses are tailored for activities typical in Higher Education institutions and a dissemination activity is inbuilt to allow participants to share their knowledge and skills acquired on the course with colleagues. Cultural familiarisation with an international setting, and network creation for beyond the course are further aspects with an emphasis on promoting ongoing sharing of knowledge and skills.

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 • Types of English – Case Study & Group Task • Cultural Outing: Walking Tour 	Communicating in the Modern World <ul style="list-style-type: none"> • Communication Skills through Different Media • English as Spoken by Non-Natives – Case Study • Conflict Resolution • Skills Workshop: Language in Use • Colloquial and Professional Language • Intonation and Emphasis 	Interviewing and Mediation <ul style="list-style-type: none"> • Specialised Language Input Session • Language Practice Workshop • Situational Role Play and Feedback • Heritage Tour: Organised group visit to a site of cultural significance 	Reporting and Presenting <ul style="list-style-type: none"> • Presentation Skills Key Language • Writing and Presenting: Lexical Input • Demo and Analysis – Communication Styles • Networking Lunch • Practical Workshop: Job Shadowing 	Review and Outcomes <ul style="list-style-type: none"> • Participant Presentation • Peer and Trainer Feedback • Assessment of Learning • Review of Learning Objectives • End-of-Course Reception - 1 to 1 Feedback - Dissemination activities - Course Feedback - Certs Presentation

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

www.atlanticlanguage.com

