



Erasmus+



Atlantic Language

English for the
Educational Workplace

Atlantic Language is a premium English language school based in Galway city on the West coast of Ireland. 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**.



Course Outline

The English for the Educational Workplace course is an intensive professional training course which equips participants to better manage day-to-day interactions requiring English language skills, with peers, students, managers and external stake-holders with more confidence, agility and accuracy as relevant to their roles. The course encompasses practical workshops, specific scenario practice and applied exercises to develop a range of communicative skills and improve language usage and functional vocabulary to deal with direct interactions. Our specialist team of trainers employ a collaborative approach to course delivery, utilising pre-arrival questionnaires.



Who is it for?

Higher Education professionals working in an administrative role who need English to deal effectively with business partners and colleagues in a day-to-day capacity.

Course Content:

- Communication in the Modern Workplace
- Language Skills – Meetings and Reporting, Clarifying and Modification
- Language for Client Service
- Writing Techniques and Skills
- Interviewing and Mediation

Minimum Level of English: B1 on the CEFR (Intermediate)

Location of Course: Atlantic Language School, Galway

Accommodation Options: Host Family and Apartment/Residence

Course Dates:

English for the Educational Workplace

1-week course/ 5 days

08 - 12 Mar 2021
 12 - 16 Apr 2021
 17 - 21 May 2021
 08 - 11 Jun 2021*

12 - 16 Jul 2021
 16 - 20 Aug 2021
 13 - 17 Sept 2021
 18 - 22 Oct 2021



Cultural Programme

The seminar programmes are delivered by expert trainers and benefit from the practical application of language teaching expertise. They take place in Atlantic Language School in Galway, a vibrant university city located on Ireland's scenic west coast. The week-long programme includes a professional walking tour of Galway's Medieval centre, a cultural outing, networking lunch and heritage trip, all integrated with course objectives. Day trips are available to local areas of scenic or historical interest such as the Aran Islands or the Cliffs of Moher.

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 2021

Pricing

Course Price: **€445**

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

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)

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
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 <ul style="list-style-type: none"> -1 to 1 Feedback -Dissemination activities -Course Feedback -Certs Presentation

Please contact john.daly@atlantic.ac for any other queries. www.atlanticlanguage.com

