



## CULTURAL PROGRAMME

The seminar programmes are delivered in Atlantic Language School in Galway on Ireland's Wild Atlantic Coast, and participants will have ample opportunity to learn about the cultural heritage of both Ireland and the local area. The week-long programme includes a professional walking tour on your first day and a half-day cultural outing later in the week.

## 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)

**ORGANISATION ID: EI0256058**

## SAMPLE TIMETABLE

| MONDAY   | TUESDAY  | WEDNESDAY  | THURSDAY   | FRIDAY  |
|--|--|--|--|---|
| 09:00 – 12:30  | 09:00 – 12:30  | 09:00 – 12:30  | 09:00 – 12:30  | 09:00 – 12:30   |
| <b>Small Talk:</b> <ul style="list-style-type: none"> <li>• Introductions + first time meetings.</li> <li>• Setting Course Objectives.</li> <li>• Mastering the art of conversation.</li> <li>• Sounding polite face to face, by phone or online.</li> </ul> | <b>Perfecting Presentations:</b> <ul style="list-style-type: none"> <li>• Step by step guide to structuring a lively, dynamic presentation.</li> <li>• Preparing for challenging questions.</li> <li>• Tools to inspire and engage.</li> </ul> | <b>Effective Emails:</b> <ul style="list-style-type: none"> <li>• Review current writing style.</li> <li>• Focus on register + tone.</li> <li>• Learn new phrases to speed up correspondence.</li> <li>• Use feedback to refine your writing style.</li> </ul> | <b>Key Communication Skills:</b> <ul style="list-style-type: none"> <li>• Managing meetings in international contexts.</li> <li>• Responding to criticism.</li> <li>• Being diplomatic in negotiations.</li> </ul> | <b>Tangible Takeaways:</b> <ul style="list-style-type: none"> <li>• Delivering your message.</li> <li>• Reflecting on knowledge gained.</li> <li>• Planning next steps</li> </ul> |
| 13:30  | 13:30 - 15:00  | 14:00  | 13:30 - 15:00  | 13:30 - 15:00   |
| Guided Walking Tour of Galway City   | Presentation Preparation workshop  | Cultural Excursion   | <ul style="list-style-type: none"> <li>• Interactive Writing Workshop</li> </ul>   | Course Review & Feedback + Certificates   |