

COURSE DATES 2017

16 January - 20 January	03 April- 07 April	17 July - 21 July	23 October - 27 October
30 January -03 February	17 April- 21 April	07 August - 11 August	06 November - 10 November
13 February -17 February	22 May - 26 May	21 August - 25 August	
27 February- 03 March	26 May -30 June	11 September- 15 September	
13 March - 17 March	03 July - 07 July	09 October - 13 October	

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

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 SAMPLE COURSE PROGRAMME

PROFESSIONAL COMMUNICATION SKILLS

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 - 10:30	Introductions Needs Analysis & Setting Objectives	Being Effective in Meetings: Purpose/Preparation/Process/People & Diversity Factors & Chairing Meetings	Giving Effective Presentations 2: Language	Presentations Practice (videoed) & Feedback	Negotiating Skills: Approaches/ Features/ Negotiation Practices
11:00 - 12:30	Giving Effective Presentations 1: Content/Structure/Delivery/Language	Meetings Role play Feedback on Communication & Language	Topic-Based Discussion	More Presentations Practice OR Effective Telephoning	Negotiation Role play & Feedback
13:00 - 14:00	Socialising Skills & Role play	Intercultural Skills: What is Culture? What is Intercultural Competence?	Effective Writing Skills: Communicating by Email	Language Clinic & Tips for Language Learning	Topic-based Discussion & Course Evaluation & Wrap-up



PRICES

Course Fee	€350.00
Programme Fee	€100.00
Accommodation (Homestay)	€250.00 (Summer €315.00)
Total Programme Fee	€700.00 (Summer €765.00)

Course Fee

Registration Fees

Tuition / Training 21 Hours over 5 training days

Half-Day Guided Tour to Malta's Capital City Valletta

Airport Transfers : Arrival & Departure Malta International Airport to / from Accommodation

End of Course Certificate

Assistance given with Erasmus+ document completion

Accommodation *

Single Room Stay in a Host family on Half Board over 1 full week (7 days)

Daily Breakfast / Dinner

A High Season supplement of €65.00 per week will apply between mid-June and September

All programmes have a Saturday or Sunday arrival with a Monday course start day

ACCOMMODATION OPTIONS- PRICES PER WEEK (7 DAYS/6 OR 7 NIGHTS)

	Twin Room Sharing	Single Room	Single Room with Private Bathroom	High Season Supplement 11 June-30 Sept
Self Catering Apartments Residence (Sharing Apartment)	€220.00	€330.00	-	Twin Room + €30.00 Single Room + €20.00
In-house Residence Bed & Breakfast	€245.00	-	€385.00	Twin Room + €35.00 Single Room + €70.00
Host Family Half Board/ Shared Bathroom	€190.00	€250.00	€350.00	Twin Room + €25.00 Single Room + €65.00
HOTEL ACCOMMODATION	Twin Room Sharing Bed and Breakfast		Single Room Private Bathroom Bed and Breakfast	
	Prices per person per week		Prices per person per week	
Hotel* Bed & Breakfast	Jan-March & Nov-Dec 3 Star Hotel €255.00 4 Star Hotel €280.00		Jan- Feb & Nov- Dec 3 Star Hotel €395.00 4 Star Hotel €500.00	
	April to 10 June & October 3 Star Hotel €295.00 4 Star Hotel €495.00		April to 10 June & October 3 Star Hotel €535.00 4 Star Hotel €865.00	
	11 June - September 3 Star Hotel €440.00 4 Star Hotel €590.00		11 June - September 3 Star Hotel €700.00 4 Star Hotel €1060.00	

*A government Environmental Contribution of €5 applies for each stay. The Environmental Contribution tax is included in the rates for homestays and the residences. This tax is not included in the hotel rates. It is collected and paid directly to the hotel.

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