



**ENGLISH COURSE  
FOR HIGHER EDUCATION  
PROFESSIONALS**

**Dublin**

**09 March 2020 – 13 March 2020**



**Induction**



**Social Activities**



**Programme**



**Accommodation**

The following course outlines a programme of 25-hours tuition over a five-day period and has been targeted at learners at CEFR B1. A group needs-analysis is suggested to take place before the course starts and items can be expanded or eliminated depending on requirements. Topics will be fully integrated and spread over a three-hour morning session (e.g. 9.30 to 12.30) and a two-hour afternoon (13.30 to 15.30).

The focus is on the key skills of speaking, both face-to-face and by telephone or other media, listening, reading and writing. Attention will also be given to competence in grammar, lexis and pronunciation, and intercultural communication will also form an important component of the course.

Through needs-analysis learners are encouraged to articulate their specific needs in order to tailor the course to their own requirements.



**PROFESSIONAL DEVELOPMENT MODULE**

This one-day training event will ensure participants are capable of effective and efficient communication with all stakeholders.



**LEARNER TYPE**

This seminar workshop is intended for learners with an English language level of at least CEFR B1 and who are working in an administrative or management capacity within a Higher Education Institute.



**FINANCING**

Participation on the course can be funded through the use of an Erasmus Plus STT grant from your academic institution.

The Organiser, Dorset College, will provide the required documents including the STT invitation, work plan and a Certificate of Participation for all seminar participants.

DAY 1

## GETTING TO KNOW THE PLACE AND THE PEOPLE

### Highlights

Welcome visitors / Make invitations / Make small talk (travel, weather, hotel, etc.) / Understand job titles, functions and roles / Write an email / Grammar.

DAY 2

## PATHS TO STUDY, EDUCATION & TRAINING

### Highlights

Describe standard paths (directly from school/apprenticeships/training/further education/higher education.

Follow a breakdown of costs for a student in full-time education.

Identify purpose of text/ Identify audience.

DAY 3

## PRESENTATIONS, INTERVIEWS, MEETINGS, OFFERS AND REJECTIONS.

### Highlights

Participate in panel-style interviews/meetings.

Conduct telephone/video/skype interviews.

Make an offer.



## PLANNING & SCHEDULES, DEALING WITH DIFFICULT SITUATIONS

### Highlights

Outline a project plan.

Describe a colleague in terms of professional performance with attention paid to strengths and weaknesses.

## PROFESSIONAL DEVELOPMENT MODULE

This one-day training event will provide participants with a holistic and practical toolkit to effectively manage communication and feedback focusing on:

**Communication and Clarity**  
**Performance and Feedback**  
**Awareness and Flexibility**

DAY 4

DAY 5

## PROGRAMME COST

Option A. Course + Apartment €755

Option B. Course + Host Family €755

Option C. Course + B&B (On Request)

Option D. Course + Hotel (On Request)

