



Professional English and
Communication Training

Teacher Training

Executive Training Institute operates from a purpose-built training centre located in the heart of St Julian's in Malta. Malta is easily accessible from most European airports.



Welcome



ETI is the only school in Malta specialising in immersion language and communication training programmes. In 2014, ETI became a member of the Claret Group, a group of training providers which includes our sister school, ESE in Malta, and our partner York Associates in the UK. The courses at ETI have been exclusively designed for in-service professionals who use English in an international context.

Our trainers are qualified EFL teachers with a professional background who understand your need to become more effective communicators in the shortest time possible.

In addition, we offer Teacher Training programmes which have to date, welcomed over 500 teachers. Our Teacher Training programmes cover a wide variety of teaching methods and are ideal for teachers who either use English as the medium of instruction in class or wish to continue their professional development.

We hope that our courses will exceed all your expectations.

Our team looks forward to meeting you at ETI,

Sean



Sean LeGault
Chief Executive Officer & Director
Claret Group



The ETI team

Member of

**CLARET
GROUP**

learn • grow • achieve •



Language and Communication Training



Why Choose ETI?

We help individuals who work internationally to communicate more confidently and effectively in English.

- The courses focus entirely on our trainees' needs and learning targets so you reach your objectives more quickly and more efficiently.
- Our experienced trainers come from a diverse range of professional and business backgrounds, hold prestigious EFL (English as a Foreign Language) qualifications and follow regular Continuing Professional Development.
- Modern teaching methods and the latest teaching resources including interactive e-boards and internet-based materials.
- The training schedule at ETI gives you the flexibility to choose how many contact hours of training you wish to book and to practise your English and socialising skills in an informal setting during breaks.
- You will receive an end-of-course report with recommendations for further study.

Our Clients

- Are 24 years+ (Average age is 40)
- Come from different professions, backgrounds and countries
- Need to improve their English for work or travel purposes
- Need to develop their communication skills for better professional and personal relationship building
- Want to achieve their learning goals in a short time and are looking for immediate results
- Work in an international environment where English is widely used
- Already have a basic competence in English and wish to become more fluent, accurate and effective communicators in English

"I particularly appreciated the high profiles of my colleague trainees at ETI... the right programme was delivered by our trainer which addressed all our needs..."

Agnes Roux
Aptalis Pharma – France



Our Trainees

Trainees from these corporate and institutional organisations have recently attended our language and communication training courses:

ABB Group
Acino Pharma
Agro
Agusta Westland
Air France
Allianz Swiss
Alvas Group
Aptalis Pharma
Arval Schweiz
Arvato Bertelsmann
Awk Group
Axa Group
Bank Julius Bär
Bank Vontobel
BASF
Bayer
Bertelsmann
Bombardier Transportation
Born Ermel Engineers
Bosch
Bossard Group
CanCom
Carter & Benson
Cassidian
Claas Group
Colt
Continental Automotive
Credit Suisse
Dachser Group
Dätwyler Schweiz
Dannemann
DB Schenker Rail
DEG
DHL
Ducati Motor Holding

EGL Group
Electrolux
Enerji-Su
Enics
Equinet Bank
Esch Technik
European Parliament
Evonik Industries
Eurocash SA
Festo Group
General Anzeiger
Giesecke & Devrient
Grant Thornton
Grohe
Hans Kaspar AG
H.B Fuller
Helvetia
Hilti
Hitachi
Hochdorf
Hunstman
IBM
IMS Health
Johnson Controls
K+S Group
Kaiser GmbH
KPMG
Knauf Insulation
Komax Group
Kuka Roboter
Loewe Opta
Montana
Novartis
OC Oerlikons Balzers
Odlo

Orbinox
Paul Hartmann
Price Waterhouse Coopers
Raiffeisen Bank Schweiz
Repower Systems
RUAG Group
Salus Pharma
Samsung Electronics
SBB Infrastruktur
Scania Group
Schindler
Siemens
Sika Group
Six Group
Somfy Group
Staraag
Stihl
Swiss Com
TEL Solar
ThyssenKrupp
Tonbeller
TUI AG
TÜV SÜD
UBS
UPJ
Volkswagen
Zurich

“If I need further training
it will be surely at ETI ...”

Sara Del Bianco
IBM – Italy

“I appreciated the professional and the individual approach at ETI ..”

Petra Chaloupkova

Raiffeisenbank – Czech Republic

Language and Communication Training

Courses for Adults and Professionals

BUSINESS COMMUNICATION

To communicate confidently and effectively in English when working in an international context, you need a mix of English language competence and well-developed communication skills. English language competence gives you the confidence that you are using the language correctly; and communication skills allow you to build a better relationship with your clients and partners, and to increase your productivity. By following a Business Communication course, in a group or individually, you will develop your business English, your professional communication skills and your confidence.

OBJECTIVES

By following this course, you will:

- Gain confidence and improve your communication skills when presenting, participating in meetings, negotiating, telephoning and socialising in English
- Improve your language knowledge in grammar, vocabulary and pronunciation
- Develop your practical communication skills, such as active listening.



FAST FACTS

Mini Group Size	Average 4 participants / Maximum 6 participants
Age	Minimum 24 (Average age 40)
Start	Every Monday
Level	B1 (Intermediate) – C2 (Proficiency)
Programme Options	Mini Group: 15 hours or 25 hours per week Combination: (Mini Group + Individual) 20 hours per week (15+5) 25 hours per week (15+10) 30 hours per week (15+15) One-to-One (Individual Training): 15 hours, 20 hours or 30 hours per week <i>Note: One lesson is a full hour of training.</i>



Both courses can be taken in a group, as individual lessons or as a combination (Mini Group training and Individual training).

Training in Business Communication and Fluent English will help to develop interpersonal skills by improving:

- Effectiveness of communication
- Fluency of speech
- Accuracy of language

FLUENT ENGLISH

Fluent English is designed for adults who would like to improve their fluency around topics of general interest including current affairs, latest trends and customs. Training resources include multimedia and authentic materials for stimulating discussions. The course is developed around a range of topics of interest to the trainees.

OBJECTIVES

By following this course, you will:

- Develop your fluency through discussion about current affairs and topics of general interest
- Improve your language knowledge in grammar, vocabulary and pronunciation
- Develop your practical communication skills, such as active listening
- Extend the skills you need to socialise and network more confidently.

FAST FACTS

Mini Group Size	Average 4 participants / Maximum 6 participants
Age	Minimum 24 (Average age 40)
Start	Every Monday
Level	A2 + (Pre-Intermediate) – C2 (Proficiency)
Programme Options	Mini Group: 15 hours or 25 hours per week Combination: (Mini Group + Individual): 20 hours per week (15+5) 25 hours per week (15+10) 30 hours per week (15+15) One-to-One (Individual Training): 15 hours, 20 hours or 30 hours per week <i>Note: One lesson is a full hour of training.</i>

“Thanks to ETI, I had the opportunity to refresh my communication skills in English...”

Uwe Kautz
BASF Group – Germany

Individual Training

Individual training is ideal if you have specific learning objectives which you wish to achieve in the shortest time. Our one-to-one training sessions focus exclusively on your needs. Together with your trainer, you can focus on improving your professional communication skills, developing fluency, becoming more accurate and confident in your use of the English language. Individual training is available throughout the year at all language levels and you can choose the number of hours you wish to take. Individual training is recommended for trainees with a Beginner or Elementary level of English.

Combination Training

The combination programmes are for those trainees who wish to combine individual training on specialist issues with real practice of their communication skills in small groups. On your first day of training, you will discuss your learning objectives with your trainer and agree on the course content. Your group trainer will define the group objectives for the group sessions and liaise with your individual trainer to ensure that you reach your specialist learning goals during your individual training sessions.

Programme Options

- 15 hours group + 5 hours individual training per week
- 15 hours group + 10 hours individual training per week
- 15 hours group + 15 hours individual training per week

Both Business Communication and Fluent English are available as a combination course.





“ETI is a very professional organisation. Thanks for the great experience in Malta and opportunity to improve my English.”

Lothar Siebert
Bertelsmann – Germany

Customised Professional Training in Malta

INTERCULTURAL AND COMMUNICATION SKILLS

In today's global working world, you need to be able to handle complex tasks and work with people from diverse cultures and backgrounds. This course aims to raise your awareness of such issues and develop your skills in order to work effectively in the global professional world.

Visit our website at www.etimalta.com for more information.



ESP – English for Specific Purposes

These ESP courses are held in groups on set dates. They can also be organised for closed groups where the programme will be tailored around the specific needs of the group. Individuals can also take these courses on any week on individual training in combination with our Business Communication or Fluent English courses in a Mini Group. Visit our website at www.etimalta.com for the set start dates.

LEGAL ENGLISH

Improve your command of legal English by following this course and develop the professional communication skills you need, for example for advocacy and formal writing, to work effectively as a legal professional in private practice, and/or in an international corporate context.

Courses are tailored to the needs and interests of different target groups:

- young lawyers
- specialists from other areas who need to develop their knowledge of legal English
- lawyers in international business practice
- lawyers working in specialist areas

FINANCIAL ENGLISH

The course is intended to help banking and finance professionals gain a better understanding of the English terms for the financial flows in business and their impact on results. Participants will also practise using the terms in a range of communication activities.

HUMAN RESOURCES ENGLISH

Develop your confidence and fluency when speaking English for HR purposes as well as professional communication skills, such as presenting, participating in meetings and negotiating on HR topics.

ENERGY ENGLISH

Expand your knowledge of specialist terminology connected to your field of work in the Energy sector and develop the professional communication skills which you need to work internationally.

ENGLISH FOR PURCHASING

Today, procurement within companies plays a crucial role in the success of international firms.

The biggest challenges facing procurement departments are:

- global sourcing organisation
- cross-function and collaboration

This course is specifically aimed at in-service personnel working internationally on purchasing and procurement. The programme addresses the professional communication skills such as presenting, participating in meetings and negotiating around this specific role.

ENGLISH FOR AVIATION

ETI is an accredited centre for the profile-assessed Test of English for Aviation (T.E.A.) for Pilots and Air Traffic controllers. This internationally-recognised test applies the six descriptors to assessment as specified by the ICAO Manual on the implementation of ICAO Language.

The Aviation English course programmes are:

- Aviation English for pilots and air traffic controllers
- English for in-flight cabin crew
- Technical Aviation English

International Team and Leadership Courses



Management English Masterclass with the Author

These courses are run in cooperation with our sister school, York Associates. York Associates authors have won the prestigious David Riley Award for Innovation in Business English teaching with titles from its International Management English series. Join the authors of these publications for Masterclass courses which draw on the content and approach of their award-winning publications.

LEADING PEOPLE

with Steve Flinders

MANAGING PROJECTS

with Bob Dignen

MANAGING CHANGE

with Fiona Mee

WORKING VIRTUALLY

with Jackie Black or Jon Dyson

Please refer to our website for the next dates for these sessions. Any of the above specialist courses can also be offered as a closed group course in Malta.



York Associates

Communicate professionally anywhere

York Associates

York Associates has been offering high-quality English language, business communication and international team and leadership training to professionals for over thirty years. York Associates has been a partner to ETI since 2007. We share the same methodology and approach in our training programmes in the UK, in Malta and in-country training abroad.

“Excellent trainers... motivated, friendly and very helpful..”

Sebastian Krepler

Siemens – Germany

Teacher Training and CPD

(Continuing Professional Development)

“I achieved new knowledge, I reconsidered my teaching methods... I am going back to Slovakia with new ideas...”

Monika Novakova

Teacher, Banska Bystrica – Slovakia



Teacher Training Courses

We offer a range of intensive, part-time and full-time Teacher Training courses and Development programmes (CPD) for teachers, educators and personnel working in the education sector.

Our programmes are 1 or 2 weeks long. Groups are split between primary and secondary/vocational/adult education, in order to address the needs of teachers/educators at different levels.

Our Courses

- Are run by experienced and highly-qualified teacher trainers
- Focus on specialist areas of teaching
- Provide refreshing teaching ideas and insights into current methodologies
- Link theory and practice
- Are practical in approach
- Can be run as closed groups throughout the year.



Erasmus+ EU Funding

The Teacher Training & Development CPD programmes at ETI are eligible for funding as part of Erasmus+ programme (Mobility Staff Training) for teachers, educators and in-service professionals. Go to www.teachertrainingmalta.com for more information about obtaining a grant under the Erasmus+ programme.

EU Projects

Most of the Teacher Training courses at ETI are designed around the results of the POOLS Projects. These are EU-funded projects that promote language teaching methodology, ICT, CLIL and access to language teaching resources. ETI is currently a partner on two EU KA 2 (Key Activity) Multilateral Projects:

- METHODS Project
- CLIL4U Project

www.teachertrainingmalta.com

“I refreshed my methodology and I picked up some good ideas to use in my own lessons. An excellent programme.”

Urszula Zawadzka

Secondary Teacher IV LO im. Ken School,
Bielsko, Biaka – Poland

Teacher Training Courses

Language Teaching Methodology Courses

**SPICE UP YOUR TEACHING IDEAS –
METHODOLOGY IN PRACTICE TODAY**

**METHODOLOGY REVISITED,
REVITALISED & RE-ENERGISED**

**LANGUAGE LEARNING
FUN & GAMES – METHODOLOGY
FOR PRIMARY SCHOOL**

**THE PLAYGROUND CLASSROOM –
LANGUAGE TEACHING METHODOLOGY
FOR PRIMARY SCHOOL**

These courses:

- Cover a range of teaching ideas and activities to enliven lessons and motivate students
- Are intended for teachers of all languages
- Offer teachers the opportunity to brush up on their English language
- Explore a range of activities which link learning theories and methodology
- Encourage teachers to reflect on their teaching approach.

Teaching Business English

TEACHING BUSINESS ENGLISH

This course:

- Is intended for teachers of Business English or those wishing to enter this field of teaching
- Covers a comprehensive range of topics, business communication skills and methodology.

CLIL (Content and Language Integrated Learning)

**PRACTICAL METHODOLOGY FOR
TEACHERS WORKING WITH CLIL**

**TECHNOLOGY & ICT TOOLS FOR
TEACHERS WORKING WITH CLIL**

**METHODOLOGY & ICT TOOLS FOR
TEACHERS WORKING WITH CLIL**

These courses:

- Are intended for teachers already working with or about to start working with CLIL
- Review the principles of CLIL and analyses ways of integrating ICT into a CLIL classroom
- Introduce practical online software tools and teaching aids specifically designed for use in CLIL (Content and Language Integrated Learning) lessons.

ICT Skills and Technology Enhanced Learning Courses

EMPOWERMENT IN ICT SKILLS – MAKING USE OF TECHNOLOGY TOOLS

These courses:

- Develop teachers' ICT skills
- Enable teachers to use technology in the classroom, school and other learning environments
- Give teachers more confidence when using ICT in the classroom
- Make use of various technology tools & software
- Introduce a wide range of freeware and online programmes.

TEL – TECHNOLOGY ENHANCED LEARNING

Professional Development Programmes / Language Training

FLUENCY AND ENGLISH LANGUAGE DEVELOPMENT FOR TEACHERS

This course:

- Are for teachers, tutors, trainers and/or educators who wish to develop their fluency and communication skills to express themselves more confidently in English
- The sessions are hands-on and will involve discussions about current affairs and topics of general interest using brainstorming, problem solving tasks and role-play in both pair work and group work
- Addresses participants at different levels of English
- Addresses the participants' English language knowledge in grammar, vocabulary and pronunciation
- Extends the participants' skills to socialise and network more confidently.

PROFESSIONAL COMMUNICATION SKILLS IN ENGLISH

This course:

- Offers active practice in the professional communication skills of meetings, negotiations, presentations, telephoning, and email writing
- Requires participants to take part in discussions on work-related topics and current affairs, and the intercultural aspects of doing business
- Will introduce participants to the key elements of the language we use when working in English.

INTERCULTURAL AND COMMUNICATION SKILLS

This course develops:

- Competence in understanding individual and team behaviour
- Intercultural skills for creating synergy in diverse teams
- Effective communication skills.

Accommodation



We offer a wide range of accommodation options in Malta. You can choose to stay in our homestays, or one of the hotels in St Julian's which are within a 5–10 minute walk to ETI or choose our own comfortable and practical in-house residence.

Homestays

Choosing a homestay complements your immersion programme, giving you the opportunity to practise English in a friendly environment and to experience Maltese culture at first hand.

Both Standard and Executive homestays are available. The latter offer private bathrooms, Wi-Fi.

In-House Residence

The residence is located within the same ESE Building right in the heart of St Julian's. The rooms are modern, twin-bedded with private bathroom, and include a desk, TV, airconditioning and Wi-Fi. Breakfast is offered at the in-house cafeteria, and the reception desk is available 24/7.

Hotel Accommodation

ETI offers hotel accommodation in all categories in St Julian's, all within walking distance from ETI.

The George Urban Boutique Hotel is located across the street from ETI. The George is an “urban boutique” hotel offering large, comfortable and chic rooms.



The George Hotel



ESE Residence



Homestay

Social Programme



By joining one of the activities on our social programmes, you benefit from the opportunity to network with other trainees of different nationalities and continue practising your communication in English in a relaxed environment.

As part of your cultural experience, you may choose to wine and dine at some of the best restaurants in Malta, which are conveniently located in St Julian's, or to explore some of Malta's rich historical attractions.

ETI trainees may choose to continue their language training with golf at the Royal Malta Golf Club. The Mediterranean mild winters make Malta an ideal venue for golfing throughout the year. You may book golfing lessons with a PGA qualified instructor or just book some rounds on our interesting and challenging course.





ESE Building, Paceville Avenue, St Julian's STJ 3103 MALTA

Tel +356 2379 6321

Fax +356 2137 3725

Email training@etimalta.com

Web www.etimalta.com

Member of

CLARET
GROUP

learn • grow • achieve •



Quality
English