

COURSE DATES 2016

25 January - 29 January	02 May- 06 May	01 August - 05 August	21 November - 25 November
01 February -05 February	16 May - 20 May	29 August -02 September	28 November -02 December
29 February -04 March	27 June -01 July	10 October - 14 October	
18 April -22 April	11 July - 15 July	31 October - 04 November	

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 €300.00)
Total Programme Fee	€700.00 (Summer €750.00)

Course Fee
 Registration Fees
 Tuition /Training 21 Hours over 5 days (1 Week Programme)
 Half Day Guided Tours to Malta's Capital City Valletta
 Airport Transfers : Arrival + Departure – Malta Int. Airport
 to /from Accommodation
 Mobility Pass Certificate
 End of Course Certificate

Accommodation *
 Single Room Stay in a Host family on Half Board over 1 full week (7 days)
 Breakfast / Dinner Daily
 A High Season supplement of €50.00 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 12 June-30 Sept
Host Family Half Board/ Shared Bathroom	€185.00	€250.00	€350.00	Twin Room + €25.00 Single Room + €50.00
In-house Residence Bed & Breakfast	€240.00		€380.00	Twin Room + €30.00 Single Room + €40.00
Whitehouse Economy Residence Bed & Breakfast	€200.00		€320.00	+ €25.00
Hotel* 4 Star Bed & Breakfast	Jan-Feb & Nov-Dec €255.00		Jan- Feb & Nov- Dec €455.00	
	March to Mid-June & Mid-Sept to Oct €450.00		March to Mid-June & Mid-Sep to Oct €790.00	
	Mid-June to Mid-Sep €535.00		Mid-June to Mid-Sep €960.00	

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