

Survival Skills for Admin Staff

Course outline Prices & course dates

This 5-day course has been specifically designed for administrative staff based in educational establishments, such as schools, colleges and universities, who wish to improve their language skills for their role in an English-speaking organisation.

The course will cover a range of useful topic areas as well as provide its participants with tailor-made course content on request. Please make us aware of your language needs prior to starting at Alpha School and our friendly, professional teaching team will aim to cover these requests during the programme. If something comes to mind during the week, then please feel free to let us know and we will do our best to include this as well.

Course schedule	Content
Day 1	Introductions
Day 2	On the Phone & Online
Day 3	Money Matters
Day 4	Social Life
Day 5	Your Choice

COURSE SPECIFICATIONS

Number of Training Days:	5
Lessons per week:	30 English Language
Lesson Duration:	1 lesson = 45 minutes
Class Size:	Maximum 14
Language level:	A1/A2
Suitable for:	School administrative staff

	COURSE prices	5-Day course
Teacher Training course prices		€350
Registration fee (All courses require a one-off €100 registration fee per trainee and includes: Course resources • WiFi on school premises • Europass Mobility Certificate • Alpha School CEFR Certificate of Attendance • Free full day activity • Free entrance ticket to the Malta National Aquarium		€100
Cultural excursion programme (Optional)		€125
Total Programme fee		€575

Hotel Accommodation prices (Price per week)	Jan to MAR 2018	APR to June 2018	July to AUG 2018	SEPT TO Oct 2018
3 Star Hotel (Bed & Breakfast)	€168	€315	€434	€364
3 Star Hotel (Half Board)	€245	€378	€490	€434
Shared Villa (Twin room, Single occupancy, Self-catering)	€280	€455	€455	€280

Prices & course dates

1 Feb 2015 - 31 Dec 2019

Price per person : **€350**